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ABSTRACT

This document provides teaching guidelines and student material for a unit intended for use in high school business, consumer, or career education programs. The objective is to teach students to analyze job application forms in terms of their life situations. A prerequisite is the possession of some business letter writing skills. The document is presented in three capsules which emphasize learning to recognize the appropriate form to use when completing a job application form. Students fill in the various parts of the application form, including personal information, educational experiences, appropriate references, work experience, and closing statements. It also stresses the importance of personal data cards and focuses on possible problem areas. Twenty activities include working crossword puzzles, making bulletin boards, role playing, drawing cartoons, analyzing the various parts of the form, finding important information, listing organizations, writing business letters, matching, and composing closing statements. Each capsule has an accompanying teacher's guide which provides advance preparation information, keys to activities and tests, a bibliography, and copies of all worksheets and assessments. (CK)

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ED190449

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name First Name Middle Initial

Today's Date

Mailing Address

Telephone Number

City State Zip Code

Social Security Number Date of Birth

Position You Are Interested In

WORK EXPERIENCE - Begin with last two places where you have been employed and ...

Where Employed	From	To	Job Description
1.			
2.			

SP 012 759

CAPSULE 1

THE JOB

APPLICATION

FORM

by:

JANE BATES

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.			
4.			

Project COST
ESEA Title IV
Kansas State Dept. of Education
USD 449
Easton, KS 66020

Teacher's Guide

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APPLICATION FORM

CAPSULE I

THE JOB APPLICATION FORM

by JANE BATES

Teacher's Guide

PACKAGE RESUME FORM

Publication Date--July 1979

Level/ Subject--High School/ business,careers

Title--The Job Application Form: Capsule I

Author--Jane K. Bates

Abstract-- The Job Application is composed of three (3) sequential capsules. The student will learn to analyze a job application form in terms of his/her life situation. Capsule 1 is divided into two parts, Form and Personal Information.

In the first part of the capsule, the student will learn to recognize the appropriate form to use when completing a job application. Some of the topics discussed are: neatness, grammar, spelling, completeness and following directions. In Part Two, the student will demonstrate his/her ability to complete the Personal Information section of an application form. Some of the areas discussed in this section are: name, address, social security number, hours, weight, height, hobbies, special skills, military status, date available for work, willingness to relocate or travel, emergency information, family history, written evaluation, language ability and bonding. In addition, unfair questions are discussed: age, dependents, arrests and marital status. The student is informed about those questions which might discriminate against him/her and prevent the student from obtaining employment. The student is also given suggestions and possible avenues of action to help him/her deal with this type of situation. Problem questions such as mental health, physical handicaps, conditions of health, expected salary and criminal records are also examined in this section.

This capsule is designed for high school students of average ability. It is particularly appropriate for career courses or class units. Work-study programs and counselors would also find the information pertinent. The student should have some business letter writing skills before doing this capsule. The student might also need special supplies if he/she chooses to do a giant application for the bulletin board or cartoons.

SPECIAL INSTRUCTIONS

This capsule, The Job Application Form, could be preceded by various activities. The student might discuss various jobs and describe how to find a job. Guest speakers and personnel directors could be invited to talk to the class about their companies' or firms' application form, common mistakes, and other relevant concerns. After completing this capsule, the student might be interested in completing the capsule called The Job Interview.

The student may need to visit the library several times during the period he/she is working on the capsule to gather information. Part One, Activity 2a, requests the student to check with the librarian to find samples of crossword puzzles. In addition, teachers might want to bring some samples from newspapers or paperbacks for student use.

Here is a list of all the activities, worksheets, keys, and materials in Capsule 1. You may use it to help you plan ahead and check to see if things are missing.

Capsule 1: Activities

PART 1: FORM

Activity 1	Application Form Worksheet #1 Key #1
Activity 2a	Crossword Puzzle students should use 8 words check clues to see if they are clear and concise
Activity 2b	Crossword Puzzle Key #2 Worksheet #2
Quest- #1	Bulletin boards should be eye catching and dynamic. Make certain the message is clear and easy to understand at a glance. Give extra credit for novel or unusual ideas and materials.

PART 2: PERSONAL INFORMATION

Activity 3	Application Form Worksheet #3
Activity 4a	Role Playing Tape Record Worksheet #4 (Evaluation by another student)
Activity 4b	Role Playing Tape Record Worksheet #4 (Evaluation by another student)
Activity 5	Check to see if the student has collected 3 applications. Make certain the student has discussed similarities and differences.

Capsule 1: Activities (Con't)

Activity 6a-	4 Discriminating Situations Key #3 Worksheet #5
Activity 6b-	Cartoon- check to see if the student has used one of these four topics: expected salary, mental health, arrests, or criminal record. Is The dialogue convincing and realistic? Make certain the lay-out is attractive.
POST - TEST	Key to Post-test

Here is a list of some of the materials you might need for students:

PART 1- QUEST Activity

Bulletin board materials:
Paper
Scissors
Felt tip pens
Ruler

PART 2- Activity 4a & 4b

Role Playing/Discrimination
Tape Recorder
Tape

Activity 6b-

Cartoon
Magazine
Glue
Scissors

In addition, 5" x 7" index cards are used in several activities.

Answers may vary

Key-Re Test

APPLICATION FOR EMPLOYMENT

We are pleased that you are interested in applying for a position with our Financial Institution. This institution does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry; or on the basis of age against persons whose age is between 40 and 65 or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, the Institution makes no commitment of employment to the applicant.

BASIC INFORMATION: Please PRINT IN INK

Name: Blank, William Carl (Last, First, Middle) Social Security Number 516 / 43 / 5863

Address: 102 W. Olive; Bozeman, Montana 59715 (Street, City, State, Zip)

Telephone: 406-586-6358 Are you a United States Citizen? _____

Position Applied For: Bank Teller Location: NW Savings & Loan

Salary Requirements: Prevailing salary Date Available: _____

How were you referred to us? Mrs. C. M. Blackard

HEALTH: From this section on, please write in your normal handwriting.

How much time have you lost from work or school during each of the past three years due to accidents or illnesses?

Year	Number of Days Lost	Nature of Accident/Illness
1979	2¼	Flu
1978	4	Flu
1977	3	Mother Hospitalized

Is there any type of work which your physical or mental condition prohibits, or have you ever been advised by a physician not to perform certain types of work? If so, please explain:

NO

Capsule

WORK HISTORY: Start with your present or most recent job. List self-employment, summer and part-time jobs. Include employers located in the United States only.

1 Company	Address	Telephone
A & W Drive-In	104 S. Main	651-1121
Date Employed From June 1979 To —	Starting Salary $2.60 per hr. Leaving Same	Supervisor Mr. White
Your Duties: Waitress		
Reason for Leaving: I want greater opportunity for advancement		

2 Company	Address	Telephone
Mr. & Mrs. Beloit	1217 Rural Hill	773-5128
Date Employed From Aug. To Sept. 1978	Starting Salary $2.50 per hr. Leaving $2.75	Supervisor Mr. Beloit
Your Duties: Farm worker - Drove tractor		
Reason for Leaving: I only worked during harrest season		

Capsule 3

3 Company	Address	Telephone
Mr. & Mrs. Jones	102 Cleaveland	651-2231
Date Employed From June To Aug. 1978	Starting Salary $1.00 per hour Leaving Same	Supervisor Mr. & Mrs Jones
Your Duties: Babysitting		
Reason for Leaving: School started		

4 Company	Address	Telephone
Mr & Mrs. Jones	102 Cleaveland	651-2231
Date Employed From June To Aug. 1977	Starting Salary $.75 per hour Leaving Same	Supervisor Mr & Mrs. Jones
Your Duties: Babysitting		
Reason for Leaving: School started		

May we contact the above employers for reference checking purposes? Yes

Please identify by number any employer you do not wish us to contact. None

Capsule 3, continue

MACHINE OPERATION: Check the following machines which you can operate.

Typewriter	☑ 40 WPM	Graphotype	☐	Switchboard	☑	Other	☐
Stenotype	☐ ___ WPM	Ditto	☐	Mimeograph	☐		
Shorthand	☑ 50 WPM	Dictaphone	☐	Teletype	☐		
Addressograph	☐	Calculator	☐	Teller Terminal	☐		
Data Processing	☐ (Please indicate specialty, i.e., key punch operator, systems analyst, programmer, tape librarian, etc.)						

EDUCATION

Name	Address	Major Course/ Subject	Circle Last Year Completed	Month and Year Graduated	Degree
High School/Preparatory Oak Hill H.S.	Rt. 1; Bozeman	English	1 2 3 (4)	1978	H.S. Diploma
Business School None			1 2 3 4		
College None			1 2 3 4		
Graduate Work None			1 2 3 4		
Other (Describe)					

Capsule 2

If you did not graduate, why did you leave school or college? N/A

Are you planning to pursue further studies? Yes ✓ No _____ Day School _____ Night School ✓

If so, when, where, and what courses? Business courses at the Community College. I plan to work towards a college degree in business.

Capsule 1

INTERESTS: Use the space below to describe your interest in the financial industry and the skills and aptitudes that you feel qualify you for a position at this Institution. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting and the like.) If you need more space, please continue on a separate sheet.

I am interested in business and think my interest correlates to my job aspirations in banking. I have listed the skills I have that are relevant to being a bank teller. In addition, I enjoy meeting new people.
I am a member of 4-H and was active in Honor Society Pep Club and Future Business Leaders in high school. 11

REFERENCES: Please list the names and addresses of two personal references, excluding relatives and former employers. 9

Mr. James E Brown – Oak Hill H.S.; Rt. 1, Bozeman

Mr. E.C. White – A & W Drive In; 104 Main, Bozem

Capsule 2

CONVICTIONS: Have you ever been convicted of an offense other than a minor traffic violation? If so, please explain.

No

CERTIFICATION AND ASSENT

I hereby certify that the statements I have made are true, and, if I am subsequently employed by you, that I may be subject to discharge if they are found to be false. I understand that employment is conditional upon a favorable health evaluation, and agree to a physical examination by a doctor of the Institution's choice. I also understand that employment and continued employment may be conditional upon securing and retaining a surety bond, issued by a company selected by the Institution.

I hereby acknowledge that I have read the above statement and understand the same.

William C. Blank	C C Williams	3/7/79
Applicant's Signature	Institution Representative	Date

Capsule 3

INVESTIGATIVE CONSUMER REPORT

In connection with my application for employment, I hereby consent to this Institution procuring or causing to be procured an "Investigative Consumer Report" which will be compiled from personal interviews with my neighbors, friends, associates, or others as to my character, general reputation, personal characteristics, or mode of living. I am aware that I have a right to make a written request within a reasonable time to receive additional detailed information as to the nature and scope of the investigation.

I hereby acknowledge that I have read and understand the above agreement.

William C Blank	C. C Williams	3/7/79
Applicant's Signature	Institution Representative	Date

65103-4 (10/77) Application for Employment
SAF Systems and Forms (American Savings & Accounting Supply, Inc.)

#1

Key: Part 1/Form/Activity 1

EMPLOYMENT APPLICATION

10

Date September 29, 1979

PLEASE PRINT

wrong order

General History:

Name Janice P. Bell Maiden Name Church
last first middle if married

Date of Birth 2 16 49 Age 30 Social Security No. 516-26-5917
month day year

Local Address 1617 Telephone Drive; Baltimore, Maryland No 2
street city state zip code

Permanent Address 122 Zip Street; New York, New York
street city state zip code

Telephone 662-1891 422-1112 How long have you lived at this address 4
home business

city, state, zip

In case of emergency call John T. Bell; 1617 Telephone Drive; 682-1992
name address relationship telephone

Marital Status: Single__ Married X Widowed__ Divorced__ Separated__

Missed this blank

Name of Husband or Wife John T. Bell Occupation

Number of Children 2 Ages of Children 12, 8

Physical History:

Height 5'2" Weight 125 lbs Health: Poor__ Fair__ Good__ Excellent X

Do you have any physical or health limitations? yes If yes, describe

I have assma. It dosn't cause me no problem.

spelling

Have you ever been [illegible] an emotional or mental disorder? no If yes explain

grammar

How many times have you been hospitalized during the past two years? 2 For what reason? I we was sick with nemonia

were-grammar

spelling

smudge

MMMHC SS-25

Key #2

ACTIVITY 2b

You will need to go to your teacher to get a worksheet for this activity. Look at the sentences below. Decide on the appropriate word to correctly complete each sentence. Locate the word on the following diagram. Vertical items read from top to bottom. Horizontal items read right to left. None of the items are diagonal. As you find the words, circle them in the diagram and then write them to the right of the diagram.

QUESTIONS

1. Clearly print or type your application.
2. Many applications ask you to put your last name first.
3. Bring a dictionary with you in case you need to check spellings.
4. If you are requested to use pen and you use pencil, you may indicate your inability to follow directions.
5. If you must answer complex questions, work them out on paper.
6. Fill in all the blanks.
7. If questions don't apply to you, put N/A in the space.
8. Use complete sentences.
9. If you come across a problem question, you may choose to leave it blank.
10. Read through the application before you fill it out.

KEY WORKSHEET #2

Capsule 1: The Application Form

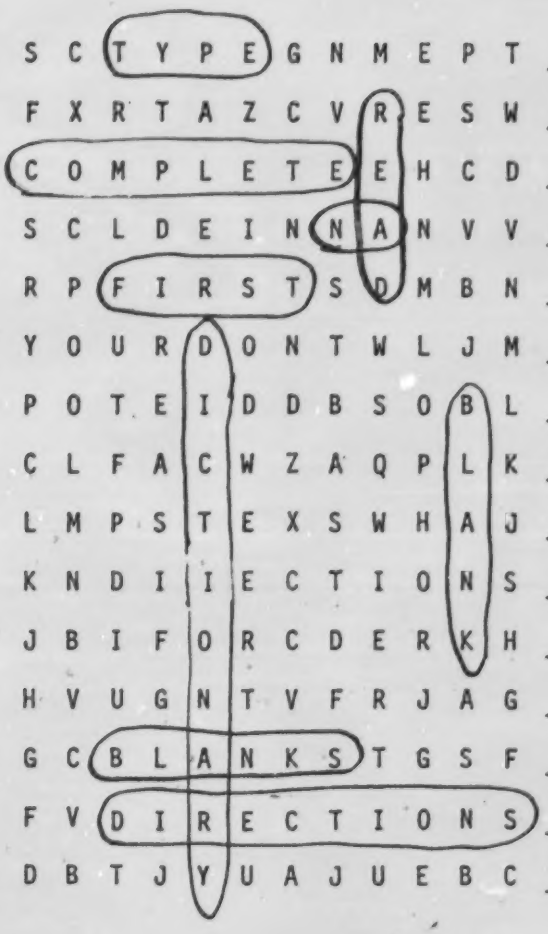
Part One: Form

Name _____

Date _____

Score _____

Activity 2b


S C T Y P E G N M E P T
F X R T A Z C V R E S W
C O M P L E T E E H C D
S C L D E I N N A N V V
R P F I R S T S D M B N
Y O U R D O N T W L J M
P O T E I D D B S O B L
C L F A C W Z A Q P L K
L M P S T E X S W H A J
K N D I I E C T I O N S
J B I F O R C D E R K H
H V U G N T V F R J A G
G C B L A N K S T G S F
F V D I R E C T I O N S
D B T J Y U A J U E B C

type

read

complete

N/A

first

dictionary

blank

blanks

directions

WORKSHEET #5
KEY 3

Capsule 1: The Application Form

Part 2: Personal Information

Name _____

Date _____

Score _____

ACTIVITY 6a

Listed below are 4 situations. If you think there is discrimination, circle Y for Yes and N for No. Then explain why you answered the way you did. Please use complete sentences.

SITUATION 1

Betty is applying to the telephone company for a job as a linesman. In the job, she will be required to climb telephone poles and carry heavy equipment. The application

(N) Y form asks for her height and weight.

SITUATION 2

Sam is a junior in high school. He is applying for a

N (Y) job at Yum Yum Grocery Store. The application asks for his race.

SITUATION 3

Mrs. Jones is applying for a job at The S&M Store as a clerk in the automotive parts department. The appli-

N (Y) cation asks for her sex.

SITUATION 4

Bonnie is applying for a job as a bartender at The

(N) Y Watering Hole. The application asks her age.

CAPSULE 1-POST TEST

Read this application form; then answer the questions on the Post-Test.

APPLICATION FORM

Mr.
Mrs.
Miss Alberta C. Einstien Sex: M (F)
Last First Middle

Present Address 210 Center St.; Belmont, Id. 72183 (612) 561-5
Street City State Zip Phone

Permanent Address Route 4; Belmont, Idaho 72183 (612 5312
Street City State Zip Phone

Wife or Husband's Name N/A

In Case of Emergency- Notify Mr. A.E. Einstien; Rt.4; Belmont, Id (612) 581-21
Phone

Height 5'4" Weight 130 lbs. Age 20

Social Security Number 516-42-5718

Type of Work Desired Bank Teller Hours Full Time

Desired Wages $8.00 per hour Date Available

Number of Dependents Including Yourself 1

PRINT.....Please answer the following questions.....

1. Are you in good health? Yes
   If no, please explain N/A
2. Have you ever been injured on the job? No
   If yes, give the date and nature of the injury N/A
3. Have you ever been convicted of a criminal offense? No
   If so, please explain N/A
4. Will you work any shift or relocate? Yes
5. Are you willing to travel? Yes
6. Have you ever had any mental, emotional or nervous ailments?

APPLICATION FORM
Continued

7. Are you bondable? If not, why not? Yes

8. Do you speak a foreign language? No Please list:

Please list your hobbies Tennis
Swimming

What special skills do you have? Typing

Please list any civic, professional or technical organizations to which you belong First Baptist Church

Military Service

Have you ever been in the military? No

Branch N/A Dates N/A
From To

Type of Discharge N/A Reserve Status N/A

Special Training N/A

Capsule 1: The Job Application

Form & Personal Information

KEY

POST - TEST

1. Height and weight might be considered discriminatory.
   List three other items which might be considered discriminatory.

   a. Age
   b. Sex
   c. Number of dependents

2. List three mistakes you see on the application.

   a. Last name not first
   b. Left date available blank
   c. No zip for emergency address

3. List two questions which might be difficult for some people to answer.

   a. Question 1/health or Question 6/health
   b. Question 3/Criminal record

Multiple Choice: Please circle the letter of the BEST answer.

1. Alberta's expected salary is _____.

   (a.) too high.
   b. too low.
   c. about right.
   d. not indicated.

2. Alberta probably left the question "Have you ever had any mental, emotional or nervous ailments?" blank because _____.

   a. She has no problems.

   b. She did not want to risk telling the employer information about her health problems.

   c. She preferred to talk with the employer in person.

   d. She did not understand the question.

3. When Alberta indicated she is bondable, she meant she is _____.

   a. trainable

   b. on a fixed income

   c. a resident of the state

   d. insurable

4. When leaving a current job for a new one, allow _____ weeks notice to your employer.

   a. 1 week

   b. 2 weeks

   c. 3 weeks

   d. 4 weeks

5. You cannot usually be employed until you are _____ years of age.

   a. 16

   b. 15

   c. 14

   d. 18

6. The hobbies Alberta has listed indicate she _____.

   a. enjoys working with people.

   b. is physically active.

   c. might make an interesting friend.

   d. is outgoing and friendly.

7. Alberta probably obtained the application for her social security number from the _____.

   a. post office.

   b. bank.

   c. her employer.

   d. court house.

8. According to the application, Alberta is _____.

   a. dependent on her parents.

   b. supports a half-sister.

   c. semi-dependent.

   d. self-supporting.

9. Questions asking about Alberta's height/weight might <u>not</u> be descriminatory if:

   a. the bank wants attractive personnel as tellers.

   b. the bank teller's cage door is only 20" wide.

   c. the bank president is extremely short.

   d. the applicant is female.

10. Alberta had small pox as a child; therefore, in question 1 on the Application Form, she should have _____.

a. answered yes.

b. answered no.

c. answered yes, but explained she had small pox as a child.

d. left it blank and explained it to the employer in person.

SUGGESTED READINGS AND MATERIALS

"Applications and Forms" (Workbook and filmstrip). Kalamazoo, Michigan: Interpretive Education, 1974.

"Career Reprint" (Job Hunting File). Largo, Florida: Careers, Inc., 1978.

"Get It Down in Writing." Columbus, Ohio: Xerox Education Publications, 1978.

"Getting and Holding a Job." Engelwood Cliffs, N.J.: Scholastic Magazines, Inc., 1977.

"Job Application Information," Kansas Career Information System. Topeka: Kansas State Department of Education, 1976.

Ludwick, Stephen. "Finding a Job." The Be Informed Series. Syracuse, New York: New Readers Press, 1975.

Occupational Outlook Handbook. Kansas City, Mo.: Bureau of Labor Statistics, U.S. Department of Labor, 1978-79.

"The Job Hunter's Guide." Southwestern Bell.

Zaug, Mary Jo. "Finding a Job." Consumer Survival Series (Set 442) Chicago: Little Kenny Publications, Inc., 1977.

Job Services has several free brochures on job applications and related areas. Check in your local telephone book for their number.

APPENDIX

This appendix contains copies of all worksheets and assessments. These copies may be used to make your own classroom quantity copies. To use, unstaple the sides of the teacher's guide and remove the worksheet and assessment pages. Restaple the remaining pages of the teacher's guide.

CAPSULE 1: THE JOB APPLICATION FORM

Check Sheet

Name _____ Class _____

Date _____ Score _____

PRE-TEST
Comments:

PART 1: Form and Personal Information

Activity 1 - Application Form _____

Activity 2a- Crossword Puzzle _____

Activity 2b- Word Puzzle _____

Quest Activity-
Comments:

PART 2:

Activity 3 - Application Form _____

Activity 4a- Situation: Penney's Pickle Factory _____

Activity 4b- Situation: Ferrel's Feline Farm _____

Activity 5 - Application Form Samples _____

Activity 6a- Discriminating Situations _____

Activity 6b- Picture Dialogue _____

POST-TEST
Comments:

PRE-TEST: TEACHER INSTRUCTIONS

The Job Application Form consists of three capsules. There is one Pre-test for all three capsules. Notice the Pre-test application is keyed to the three capsules. For example, the Basic Information and Health sections are pre-testing for Capsule 1. Work History on page 2 pre-tests for Capsule 3, etc. Each section of the Pre-test Application Key has been labeled for you. A student might test out of one or more of the three capsules. In my opinion, students should not make more than 2 errors per section. In other words, if a student makes more than 2 errors on the portion of the application labeled Capsule 1, he/she should do Capsule 1. Remember to check for errors of omission. In addition, overall neatness, grammar, spelling, etc. are covered in Capsule 1.

PRE-TEST APPLICATION

Please fill out the following application as if you were applying to Dollars & Cents Bank for a job as a cashier. Use your own data. Do not make up information to fill in the blanks. Be as complete and careful as possible.

APPLICATION FOR EMPLOYMENT

We are pleased that you are interested in applying for a position with our Financial Institution. This institution does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry; or on the basis of age against persons whose age is between 40 and 65 or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, the Institution makes no commitment of employment to the applicant.

BASIC INFORMATION: Please PRINT IN INK

Name: _____ Social Security Number ___/___/___
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ Are you a United States Citizen? _____

Position Applied For: _____ Location: _____

Salary Requirements: _____ Date Available: _____

How were you referred to us? _____

HEALTH: From this section on, please write in your normal handwriting.

How much time have you lost from work or school during each of the past three years due to accidents or illnesses?

Year	Number of Days Lost	Nature of Accident/Illness

Is there any type of work which your physical or mental condition prohibits, or have you ever been advised by a physician not to perform certain types of work? If so, please explain:

_____

_____

_____

WORK HISTORY: Start with your present or most recent job. List self-employment, summer and part-time jobs. Include employers located in the United States only.

1 Company		Address		Telephone
Date Employed: From To		Starting Salary:	Leaving	Supervisor
Your Duties				
Reason for Leaving				

2 Company		Address		Telephone
Date Employed: From To		Starting Salary:	Leaving	Supervisor
Your Duties				
Reason for Leaving				

3 Company		Address		Telephone
Date Employed: From To		Starting Salary:	Leaving	Supervisor
Your Duties				
Reason for Leaving				

4 Company		Address		Telephone
Date Employed: From To		Starting Salary:	Leaving	Supervisor
Your Duties				
Reason for Leaving				

May we contact the above employers for reference checking purposes? _____

Please identify by number any employer you do not wish us to contact. _____

MACHINE OPERATION: Check the following machines which you can operate.

Typewriter	☐ ____WPM	Graphotype	☐	Switchboard	☐	Other	☐ _____
Stenotype	☐ ____WPM	Ditto	☐	Mimeograph	☐		_____
Shorthand	☐ ____WPM	Dictaphone	☐	Teletype	☐		_____
Addressograph	☐	Calculator	☐	Teller Terminal	☐		_____

Data Processing ☐ (Please indicate specialty, i.e., key punch operator, systems analyst, programmer, tape librarian, etc.) -

EDUCATION

Name	Address	Major Course/ Subject	Circle Last Year Completed	Month and Year Graduated	Degree
High School/Preparatory			1 2 3 4		
Business School			1 2 3 4		
College			1 2 3 4		
Graduate Work			1 2 3 4		
Other (Describe)					

If you did not graduate, why did you leave school or college? _____

Are you planning to pursue further studies? Yes _____ No _____ Day School _____ Night School _____

If so, when, where, and what courses? _____

_____

_____

INTERESTS: Use the space below to describe your interest in the financial industry and the skills and aptitudes that you feel qualify you for a position at this Institution. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting and the like.) If you need more space, please continue on a separate sheet.

_____

_____

_____

_____

_____

_____

REFERENCES: Please list the names and addresses of two personal references, excluding relatives and former employers. 27

_____

_____

CONVICTIONS: Have you ever been convicted of an offense other than a minor traffic violation? If so, please explain.

_____

_____

_____

_____

CERTIFICATION AND ASSENT

I hereby certify that the statements I have made are true, and, if I am subsequently employed by you, that I may be subject to discharge if they are found to be false. I understand that employment is conditional upon a favorable health evaluation, and agree to a physical examination by a doctor of the Institution's choice. I also understand that employment and continued employment may be conditional upon securing and retaining a surety bond, issued by a company selected by the Institution.

I hereby acknowledge that I have read the above statement and understand the same.

Applicant's Signature	Institution Representative	Date

INVESTIGATIVE CONSUMER REPORT

In connection with my application for employment, I hereby consent to this Institution procuring or causing to be procured an "Investigative Consumer Report" which will be compiled from personal interviews with my neighbors, friends, associates, or others as to my character, general reputation, personal characteristics, or mode of living. I am aware that I have a right to make a written request within a reasonable time to receive additional detailed information as to the nature and scope of the investigation.

I hereby acknowledge that I have read and understand the above agreement.

Applicant's Signature	Institution Representative	Date

Permission to use this application form was granted by Anchor Savings & Loan Co. in Lawrence, Kansas.

WORKSHEET #1

Capsule 1: The Application Form

Part 1: Personal Information

ACTIVITY 1

Name _____

Date _____

Score _____

List the 12 errors Janice made on her application. Make the corrections.

	Mistakes	Corrections
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Worksheet #2

Look at the sentences below. Decide which is the appropriate word to correctly complete each sentence. Locate the word on the following diagram. Vertical items read from top to bottom. Horizontal items read right to left. None of the items are diagonal. As you find the words, circle them in the diagram and then write them to the right of the diagram.

QUESTIONS

1. Clearly print or _____ your application.
2. Many applications ask you to put your last name _____.
3. Bring a _____ with you in case you need to check spellings.
4. If you are requested to use pen and you use pencil, you may indicate your inability to follow _____.
5. If you must answer complex questions, work them out on _____.
6. Fill in all the _____.
7. If questions don't apply to you, put _____ in the space.
8. Use _____ sentences.
9. If you come across a problem question, you may choose to leave it _____.
10. _____ through the application before you fill it out.

WORKSHEET #2

Capsule 1: The Application Form

Part One: Form

Name _____

Date _____

Score _____

Activity 2b

S C T Y P E G N M E P T	_____
F X R T A Z C V R E S W	_____
C O M P L E T E E H C D	_____
S C L D E I N N A N V V	_____
R P F I R S T S D M B N	_____
Y O U R D O N T W L J M	_____
P O T E I D D B S O B L	_____
C L F A C W Z A Q P L K	_____
L M P S T E X S W H A J	_____
K N D I I E C T I O N S	_____
J B I F O R C D E R K H	_____
H V U G N T V F R J A G	_____
G C B L A N K S T G S F	_____
F V D I R E C T I O N S	_____
D B T J Y U A J U E B C	_____

PRACTICE--APPLICATION FORM

Activity 3

Mr.
Mrs.
Miss _____
Last First Middle

Present
Address _____ ( ) _____
Street City State Zip Phone

Permanent
Address _____ ( ) _____
Street City State Zip Phone

Wife or
Husband's Name _____

In Case of
Emergency- Notify _____ ( ) _____
Phone

Height _____ Weight _____

Social Security Number _____

Type of Work Desired _____ Hours _____

Desired Wages _____ Date Available _____

Number of Dependents Including Yourself _____

PRINT.....Please answer the following questions.....

1. Are you in good health? _____

   If no, please explain _____

2. Have you ever been injured on the job? _____

   If yes, give the date and nature of the injury _____

   _____

3. Have you ever been convicted of a criminal offense? _____

   If so, please explain _____

4. Will you work any shift or relocate? _____

5. Are you willing to travel? _____

Activity 3

6. Are you bondable? If not, why not? _____

7. Do you speak a foreign language? _____ Please list: _____

_____

Please list your hobbies _____

_____

_____

What special skills do you have? _____

_____

_____

Please list any civic, professional or technical organizations to which you belong _____

_____

_____

_____

_____

Military Service

_____

_____

Have you ever been in the military? _____

Branch _____ Dates _____
From To

Type of Discharge _____ Reserve Status _____

Special Training _____

Activity 3
WORKSHEET #3

Capsule 1: The Application Form

Part 2: Personal Information

Name _____

Date _____

Score _____

This worksheet is to be used by you to evaluate the application form you have just completed.

Please circle Y for Yes and N for No.

N Y 1. Have you used your full legal name?

N Y 2. Is the address information complete? Is there a zip code?

N Y 3. Do you have a social security number?

N Y 4. Have you indicated the desired shift and hours?

N Y 5. Did you indicate the available date for work?

N Y 6. Have you given sufficient information in case of an emergency?

N Y 7. Have you indicated your willingness to travel?

N Y 8. Are you bondable?

WORKSHEET #3 (CON'T)

Capsule 1: The Application Form

Part 2: Personal Information

Name _____

Date _____

Score _____

ACTIVITY 3 (CON'T)

Please answer the following questions.

1. Look at the hobbies you have listed. What do they tell the prospective employer about you?

2. Have you completed the area asking about your special skills? If not, stop and think of some things you might list. Do you type? Can you use any special tool? Can you operate any pieces of equipment?

3. Look at the section on civic, professional and technical organizations. Look at the things you have listed. What do they tell the employer about you? Are you an active person who is interested in many different things? Are you a loner?

4. Have you filled in the section on military service? If the answer is "yes", what does this indicate to the employer?

WORKSHEET #4

Capsule 1: The Application Form

Part 2: Personal Information

Name _____

Date _____

Score _____

ACTIVITY 4a & 4b

Circle Y for Yes and N for No.

N Y 1. Are the interviewee's responses clear and easy to to understand?

N Y 2. Does he/she seem honest and direct?

N Y 3. Has he/she blamed the employer or made him/her defensive or angry?

N Y 4. Has the interviewee avoided using medical or technical language?

N Y 5. Has the interviewee talked too much or gone into great detail to explain the problem?

N Y 6. Would you hire this person?

WORKSHEET #5

Capsule 1: The Application Form

Part 2: Personal Information

Name _____

Date _____

Score _____

ACTIVITY 6a

Listed below are 4 situations. If you think there is discrimination, circle Y for Yes and N for No. Then explain why you answered the way you did. Please use complete sentences.

SITUATION 1

Betty is applying to the telephone company for a job as a linesman. In the job, she will be required to climb telephone poles and carry heavy equipment. The application

N Y form asks for her height and weight.

SITUATION 2

Sam is a junior in high school. He is applying for a

N Y job at Yum Yum Grocery Store. The application asks for his race.

SITUATION 3

Mrs. Jones is applying for a job at The S&M Store as a clerk in the automotive parts department. The appli-

N Y cation asks for her sex.

SITUATION 4

Bonnie is applying for a job as a bartender at The

N Y Watering Hole. The application asks her age.

Read this application form; then answer the questions on the Post-Test.

APPLICATION FORM

Mr.
Mrs.
Miss _____ Sex: M F
Last First Middle

Present
Address _____ ( )
Street City State Zip Phone

Permanent
Address _____ ( )
Street City State Zip Phone

Wife or
Husband's Name _____

In Case of
Emergency- Notify _____ ( )
Phone

Height _____ Weight _____ Age _____

Social Security Number _____

Type of Work Desired _____ Hours _____

Desired Wages _____ Date Available _____

Number of Dependents Including Yourself _____

PRINT.....Please answer the following questions.....

1. Are you in good health? _____

   If no, please explain _____

2. Have you ever been injured on the job? _____

   If yes, give the date and nature of the injury _____

   _____

3. Have you ever been convicted of a criminal offense? _____

   If so, please explain _____

4. Will you work any shift or relocate? _____

5. Are you willing to travel? _____

6. Have you ever had any mental, emotional or nervous ailments? _____

Capsule 1: The Job Application

Form & Personal Information

Name _____

Date _____

Score _____

POST - TEST

1. Height and weight might be considered discriminatory.
   List three other items which might be considered discriminatory.

   a.

   b.

   c.

2. List three mistakes you see on the application.

   a.

   b.

   c.

3. List two questions which might be difficult for some people
   to answer.

   a.

   b.

Multiple Choice: Please circle the letter of the BEST answer.

1. Alberta's expected salary is _____.

   a. too high.

   b. too low.

   c. about right.

   d. not indicated.

2. Alberta probably left the question "Have you ever had any mental, emotional or nervous ailments?" blank because _____.

   a. She has no problems.

   b. She did not want to risk telling the employer information about her health problems.

   c. She preferred to talk with the employer in person.

   d. She did not understand the question.

3. When Alberta indicated she is bondable, she meant she is _____.

   a. trainable

   b. on a fixed income

   c. a resident of the state

   d. insurable

4. When leaving a current job for a new one, allow _____ notice to your employer.

   a. 1 week

   b. 2 weeks

   c. 3 weeks

   d. 4 weeks

5. You cannot usually be employed until you are _____ years of age.

   a. 16

   b. 15

   c. 14

   d. 18

6. The hobbies Alberta has listed indicate she _____.

   a. enjoys working with people.

   b. is physically active.

   c. might make an interesting friend.

   d. is outgoing and friendly.

7. Alberta probably obtained the application for her social security number from the _____.

   a. post office.

   b. bank.

   c. her employer.

   d. court house.

8. According to the application, Alberta is _____.

   a. dependent on her parents.

   b. supports a half-sister.

   c. semi-dependent.

   d. self-supporting.

9. Questions asking about Alberta's height/weight might <u>not</u> be descriminatory if:

   a. the bank wants attractive personnel as tellers.

   b. the bank teller's cage door is only 20" wide.

   c. the bank president is extremely short.

   d. the applicant is female.

10. Alberta had smallpox as a child: therefore, in question 1 on the Application Form, she should have _____.

    a. answered yes.

    b. answered no.

    c. answered yes, but explained she had smallpox as a child.

    d. left it blank and explained it to the employer in person.

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Student Material

CAPSULE 1

THE JOB APPLICATION FORM

by: JANE BATES

Last Name First Name Middle Initial | Today's Date

Mailing Address | Telephone Number

City | State | Zip Code

Social Security Number | Date of Birth

Position You Are Interested In

WORK EXPERIENCE - Give the last two places where you have been employed and ...

Where Employed	From	To	Job Description
1.			
2.			

REFERENCES - List two people who have observed you in a working situation.

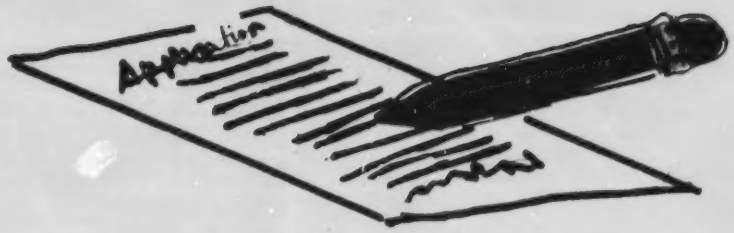
	Person	Firm	Telephone Number
1.			
2.			

Project COST
ESEA Title IV
Kansas State Dept. of Education
USD 449
Easton, KS 66020

Form 2/79/11

45

Your Signature



THE JOB APPLICATION FORM

When you apply for a job, your employer will ask you to fill out an application form. An application form plays a very important role in getting a job. The application tells the employer about you; so, you will want to take time to make a good impression.

Applications vary in form and length. Some are very short; others are long and detailed. Some companies and businesses use computer forms. Most applications ask for the following information:

Personal Data

Education

Work Experience

References

Closing Statement and Signature

BECAUSE.....

there is so much information to know about completing job applications, the subject has been divided into three capsules:

CAPSULE ONE: Form
Personal Information

CAPSULE TWO: Educational Information
Work Experience

CAPSULE THREE: References
Closing Statements and Signature
Personal Information Card

PRE-TEST TIME

BEFORE.....

you begin, please go to your teacher and get a PRE-TEST. The pre-test is an application form. Do the best you can. Don't be too concerned if you can't complete everything on the form, all your teacher wants to know is how much you already know about job applications. The application may seem very long to you at first; however, you will see alot of space has been left to allow applicants plenty of room if they need it. When you have completed the PRE-TEST, take it to your teacher for evaluation. Together you can decide if you need to complete the rest of the capsule.

SO YOU'RE GOING TO COMPLETE THE CAPSULES.....GOOD!!

In Capsule 1 you will learn how to analyze a job application form in terms of your life situation. Here are some things you will be able to do when you are finished;

- RECOGNIZE THE APPROPRIATE FORM TO USE WHEN FILLING OUT A JOB APPLICATION:
  - spelling
  - grammar
  - neatness
  - completeness
  - follow directions
  - fill in all the blanks
  - print or type neatly

- DEMONSTRATE THE ABILITY TO COMPLETE THE PERSONAL INFORMATION SECTION OF THE APPLICATION FORM.

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name _____ First Name _____ Middle Initial _____ Today's Date _____

Mailing Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Social Security Number _____ Date of Birth _____

PART 1

Position You Are Interested In _____

WORK EXPERIENCE - Please list last two places where you have been employed and how long.

Where Employed	Dates From	Dates To	Job Description
1.			
2.			

FORM

REFERENCES - List two people who have observed you in a working situation.

Person	Firm	Telephone Number
1.		
2.		

Form 2/79/11

49

Your Signature _____

BEFORE YOU BEGIN.....

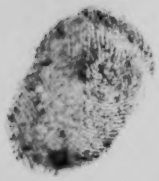
Capsule 1 of THE JOB APPLICATION FORM has two parts: Form and Personal Information. Read each part very carefully. Several activities will follow each part. You will recognize the activities because they are starred like this: *

Do each starred activity unless you are specifically told to choose the one most interesting to you.

Near the end of this capsule you will find a SELF-CHECK. This will help you review for your final POST-TEST at the end of the capsule.

If other students are working on this same capsule, do not be too concerned about how fast they are working. Find a speed that is comfortable for you. Take your time. Do as well as you can. This information will be very helpful when you apply for a job.

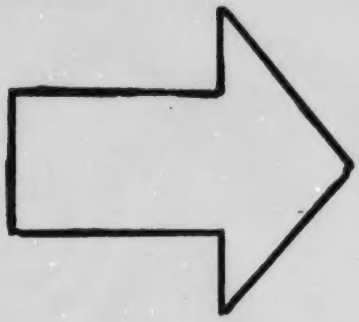
TURN THE PAGE AND LET'S GET STARTED.....



PART ONE: FORM

Job seekers may write or call a business to request an application form. If at all possible, the applications should be typed and returned promptly. If you don't have a typewriter available, hire someone to do it for you. Sometimes you will be handed an application to fill out when you apply for the job. Print very neatly. Avoid erasures. Bring a good pen, pencil, eraser and scratch pad with you. If the application says it must be typed, you may want to take it home and type it neatly before returning it.

Read through the application before you fill it out. Many applications ask you to put your last name first. Be very careful to follow the directions. If you are requested to use pen and you use pencil, you may indicate your inability to follow directions. Be neat. If you must answer complex questions, work them out on a separate piece paper. Avoid tearing or soiling the application. Bring a pocket dictionary with you in case you need to check spellings. Misspelled words do not leave a good impression.



Fill in all the blanks. Avoid skipping questions unless they do not apply to you. If questions don't apply, you can draw a line through them or put N/A in the blank. N/A stands for "not applicable". If you come across a problem or difficult question, you may choose to leave it blank. Make certain you explain to your prospective employer or interviewer the reason you left it blank. Included in this capsule is a part titled "Personal Information". This will give you some guidelines in answering difficult or problem questions.

Use appropriate grammar. When questions require longer answers use complete sentences. Use correct, simple sentences making certain what you say is clear and concise.

Always take time to reread your application. Check to see if the information you have given is complete and accurate.

LET'S REVIEW

1. Clearly print or type your application.
2. Follow directions.
3. Be neat.
4. Fill in all the blanks.
5. Avoid misspellings and erasures.
6. Use correct grammar.
7. Recheck your application to see that it is complete and accurate.

Now you have completed the first section on FORM.

Turn the page and do the activities.

ACTIVITIES

Now, let us see if you remember what you read. Please do Activity 1.

*ACTIVITY 1

Look at the application form that follows these activities on page 10 of this capsule. Janice Bell has completed the application, but she has made some errors. Go to your teacher and get a WORKSHEET. Using Janice's application, answer the questions on the worksheet. When you have completed Activity 1, take the worksheet to your teacher for evaluation.

You may choose to do either Activity 2a or 2b.

ACTIVITY 2a

Create a crossword puzzle using the words listed at the end of this paragraph. Experiment with unusual designs and formations. Use clues which are clear and concise. If you do not know how to make a crossword puzzle, visit your library and ask the librarian for assistance in locating some samples. Do this on your own paper. Label it with your name, Capsule 1, Activity 2a and hand it in to your teacher.

GRAMMAR	NEATNESS
SPELLING	APPLICATION
DIRECTIONS	ACCURATE
COMPLETENESS	TYPE

ACTIVITY 2b

You will need to go to your teacher to get a worksheet for this activity. Look at the sentences below. Decide on the appropriate word to correctly complete each sentence. Locate the word on the following diagram. Vertical items read from top to bottom. Horizontal items read left to right. None of the items are diagonal. As you find the words, circle them in the diagram and then write them to the right of the diagram.

QUESTIONS

1. Clearly print or _____ your application.
2. Many applications ask you to put your last name _____.
3. Bring a _____ with you in case you need to check spellings.
4. If you are requested to use pen and you use pencil, you may indicate your inability to follow _____.
5. If you must answer complex questions, work them out on _____.
6. Fill in all the _____.
7. If questions don't apply to you, put _____ in the space.
8. Use _____ sentences.
9. If you come across a problem question, you may choose to leave it _____.
10. _____ through the application before you fill it out.

EMPLOYMENT APPLICATION

Date September 29, 1979

PLEASE PRINT

General History:

Name Janice P. Bell Maiden Name Church
last first middle if married

Date of Birth 2 16 49 Age 30 Social Security No. 516-26-5917
month day year

Local Address 1617 Telephone Drive; Baltimore, Maryland
street city state zip code

Permanent Address 122 Zip Street; New York, New York
street city state zip code

Telephone 662-1891 422-1112 How long have you lived at this address 4
home business

In case of emergency call John T. Bell; 1617 Telephone Drive; 682-1992
name address relationship telephone

Marital Status: Single ___ Married X Widowed ___ Divorced ___ Separated ___

Name of Husband or Wife John T. Bell Occupation ___

Number of Children 2 Ages of Children 12, 8

Physical History:

Height 5'2" Weight 125 lbs Health: Poor ___ Fair ___ Good ___ Excellent X

Do you have any physical or health limitations? Yes If yes, describe
I have assma. It doesn't cause me no problem.

Have you ever been treated for an emotional or mental disorder? No If yes explain

How many times have you been hospitalized during the past two years? 2 For what reason? We was sick with nemonia.

■ QUEST ACTIVITY

If you have completed the activities for this part and would like to learn more about job application forms then.....

Design a bulletin board to look like a giant application form. Remember some of the key ideas in this section on form. Make the display as neat as you can, print carefully. Perhaps you might want to make two applications. You could fill one out very neatly and the other one very sloppily. Remember, bulletin boards should be eye-catching and visible from a distance. Titles and major ideas should be in large letters.

You have just completed the first part of Capsule 1: The Job Application Form. You are ready to begin the second part of this capsule on Personal Information.

Turn the page and begin reading.....

In Part 1 of this capsule, you learned about the appropriate ways to complete a job application form. Now we are going to look specifically at one section of an application form usually found on the first page of the application.

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name _____ First Name _____ Middle Initial _____ Today's Date _____

Mailing Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Social Security Number _____ Date of Birth _____

PART 2

Position You Are Interested In _____

WORK EXPERIENCE - Please list last two places where you have been employed and how long.

	Where Employed	Dates From	Dates To	Job Description
1.				
2.				

PERSONAL INFORMATION

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.			
2.			

Form 2/79/11

59

Your Signature _____

PART TWO: PERSONAL INFORMATION

General Questions

Many applications ask questions about you as a person. This type of information is called PERSONAL. The following areas may appear on an application which relate to personal information.

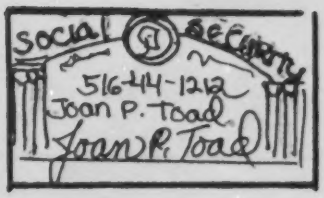
Name: Spearmint Chewing Gumm

Use your full legal name. Do not use nicknames unless you are specifically asked to write them. Individuals who have had a change of name because of legal action or through marriage might also give their former names. For example, if your maiden name was Chewing and your married name was Gumm, you might write your name Spearmint C. Chewing Gumm. Many application forms ask you to write your last name first. Read the directions carefully.

Address:

One or two addresses will be requested. These will be your permanent and/or temporary addresses. This question might present a problem to students who plan to move and work away from home. You should give an address where you can be reached at any time or from which mail can be forwarded. Remember your City, State and zip code number.

Social Security Number: Employers rely on social security numbers for identification purposes. You can obtain a social security application from your local post office. Age is not a factor in applying for your social security number. When you get your number, memorize it, since requests for it are frequently made.

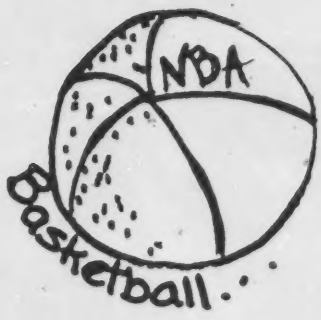


Hours: You may have a choice of work hours. Large multi-shift firms have a preference system. Most new workers will be expected to take second or third shifts. Higher pay for undesirable shifts is usually provided.

Height-Weight: Information of this nature is needed because applicants might be too tall, short, heavy or light for the specific job. For example, a small person with slender hands might do delicate work better than a larger person with big hands. Jobs performed in confined areas demand persons with specific physical requirements.

Hobbies and Special Skills: Special interests and hobbies can reveal a great deal about the applicant. Some hobbies reflect the applicant's interests and responsibility. For example, if you enjoy working on cars, this interest might relate directly to your job if you are a mechanic. An art teacher who lists painting and drawing hobbies indicates he/she is actively committed to his/her occupational choice and receives some satisfaction from it.

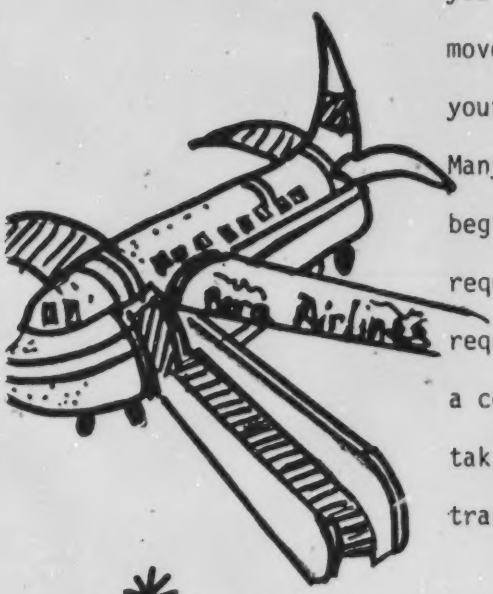
Some hobbies and interests are strictly leisure activities. Sports such as basketball, bicycling, jogging, tennis, and swimming might be examples. Listing sports indicates your interest in staying physically fit and active. Some hobbies can be used to supplement incomes. Occasionally people become unable to continue their jobs because of accident, sickness, or other emergency situations. Special hobbies and skills can be converted into a livelihood. For example, an assembly line worker who becomes disabled might turn s fly tying hobby into an additional income.



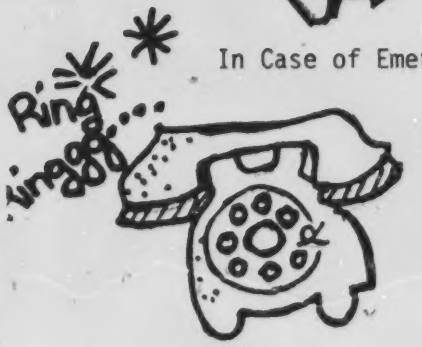
Military Status: Many times applications will ask about your military experience. If a person has fulfilled his/her military obligations, the employer can assume he/she has received some type of training, discipline and/or travel experiences. Military experiences may lead to civilian employment.

Date Available for Work: Generally, an applicant will want to fill in the answer to this question with "Immediately." If the applicant is already employed, he/she should allow about two weeks because most employers expect a two-week notice before leaving, so they can find a replacement to fill your job. Leaving without giving notice can result in negative references from the company and could also jeopardize your chances for future employment. In addition, it might show a lack of consideration if you tell the new company you aren't going to give two weeks notice to your present employer.

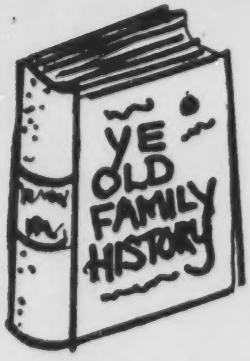
Willingness to Travel and Relocate: This question is asking if you would travel for long periods of time or move to another part of the country. Think your answer over carefully and be honest. Many new employees travel frequently in the beginning of their careers. Others may be required to travel regularly. Some jobs might require a training period or ask you to attend a company school. Talk with your family before taking a job that requires frequent travel or transfers.



In Case of Emergency: An applicant should give the name, address and phone number of a responsible person. Check in advance with this person. Give him/her your doctor's name and number as well as your family's. This could save your life! Don't forget the zip and area codes.



Family History: Some applications might ask for a short history of your family. This usually includes information such as address, health, and occupation of a parent or spouse. Sometimes the information is used to determine an applicant's health record.



Written Evaluation: Occasionally, an applicant will be asked to write a short autobiographical sketch. You should prepare a brief outline or draft to organize your ideas. Employers are usually looking for legible handwriting, adequate mechanical skills and an ability to express ideas clearly.

Language Ability: Sometimes a deciding factor in hiring may be your foreign language ability. This would be especially true if you are to work in communities with specific ethnic groups.

HABLA ESPAÑOL

Bonding: Sometimes an application might ask, "Are you bondable?" Bonding is a method of insuring people against loss due to dishonesty of employees. People who have police records, unsatisfactory credit or similar problems may have problems getting bonded. If you don't know if you are bondable, check with the credit bureau about your credit. If you are not bondable through normal channels, check with your local Job Opportunity Center about other types of bonding in advance of your interview.

- STOP

Before you go on to the second section of Part Two, let's review some of the ideas in part one.

1. Use your full legal name.
2. Give an address where you can be easily reached.
3. Know your social security number.
4. Indicate your preference for work hours.
5. Height/weight information may be important for certain job requirements.
6. Hobbies and skills reflect the applicant's interests, initiative, and responsibility.
7. Military experience tells your employer you have had some training, discipline and/or travel experiences.
8. Allow two weeks notice to your employer when leaving a job.
9. Leave the name, address and phone number of a responsible person in case of emergency.
10. Know if you are willing to travel or relocate.
11. Use legible handwriting, correct grammar and express ideas clearly when writing a short autobiographical sketch.
12. Know if you are bondable.

Unfair Questions

Application forms ask many different kinds of questions. Some questions inquire about skills, training, education, and experience; other questions ask what kind of person you are. There are federal laws which protect you from discriminating questions. Those questions about race, color, religion, national origin, sex or age are often discriminating. Not all personal questions are illegal. You can decide if they are illegal if:

* The answer will discriminate against your getting the job--
* The answer is not really relevant in finding out about your ability to perform the job--

Here are some personal questions which might be used to directly or indirectly discriminate against you.

Date of Birth: In many states, it is illegal to ask date of birth because of possible discrimination. When age is a bonafide occupational requirement, the question may be asked. Child labor laws, for example, require teenagers to be 16 years of age before they can be hired.

Dependents: This question can also be discriminating when you are applying for a job. For example, some employers think that children and family responsibilities may interfere with work attendance. This is particularly true if you are a mother with small children. After you are hired your employer will probably need names and ages for insurance purposes.

Arrests: Some jobs require security clearance or bonding. Previous criminal arrests or convictions will make approval difficult. If you have been arrested, convicted and/or court-martialed, inform the employer of the incident(s). If reference checks are made, information you have ommitted may result in your dismissal or chances for employment.

Marital Status: This information is not asked on applications as often as it once was. The Equal Employment Opportunity Commission says such questions are discriminatory. After you are hired, your employer can ask you your marital status for insurance purposes and similar situations. Many employers will try to get you to reveal this information through the interviewing process. For example, they might say, "Tell me about yourself".

What should you do if you think a question is unfair?

If you feel a question you are asked may discriminate against you, you can tell the employer. For example, you might say, "I think that question may be unfair to me," or "How does that question relate to my ability to perform the job for which I am applying?" Be tactful! Keep in mind that you are confronting the employer about possible discrimination. He/she may react with hostility. You must make certain the question of discrimination is important, and you are willing to take the risk.

If you choose not to answer an unfair question, be certain to give your reason. Explain yourself honestly and directly without placing blame on the employer. If you have thought about the unfair questions beforehand, you will have an easier time explaining yourself.

If you think you have been treated unfairly, call your state division of human rights. In Kansas, this agency is called the Human Rights Commission and is located in Topeka at the State Department. You can file a formal complaint. If you don't get satisfactory results, you might want to check about filing a complaint with a federal agency. You can contact the U.S. Department of Labor for more information.

STOP

Let's pause again and review some of the main ideas about Unfair Questions in part two of this section on Personal Information.

1. Some examples of questions which might be used to directly or indirectly discriminate against you are:
   - Date of Birth
   - Dependents
   - Arrests/Criminal Record
   - Marital Status
2. You can decide if questions are illegal if:
   - The answer will discriminate against your getting the job, or
   - The answer is not really relevant to your ability to perform the job.
3. Make certain the question of discrimination is important to you, and you are willing to take the risk.
4. Be honest and direct when confronting your employer about discrimination; avoid placing blame on him.
5. Contact the Human Rights Commission at the State Department in Topeka, Kansas, if you think you have been treated unfairly.

Problem Questions

You may find some questions on an application difficult to answer. For example: "Have you ever been arrested?" "Have you ever been mentally ill?" A poor work history or health record could be a problem for you when you fill out an application. Similarly, if you dropped out of school you will often have to indicate this on a job application.

If the question is phrased in a simple question that is to be answered yes or no, you might leave the question blank or indicate you need to talk with the interviewer about this. A "yes" in the blank may be misleading, and it doesn't explain the situational circumstances. In the interview, explain your answer to the employer. You might say something like, "I didn't fill in Question 10 because I wanted to explain my answer to you in person." Your explanation should be honest and direct. Avoid going into great detail about the situation. The employer expects you to tell him only about those facts which will affect your ability to perform the job. If you hide important facts, you risk being fired when he finds out you lied on the application.

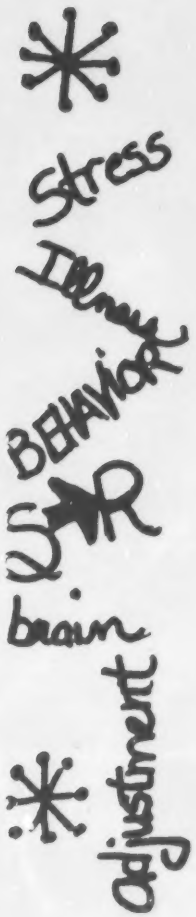
Some personal experiences which occurred in the past may not be important or relevant to your ability to perform a job. For example, you might have been treated for mental illness many years ago and have had no problems since that time.

If a question asks if you have any mental problems, you are being truthful if you deny mental illness. However, if the question asks if you have any history of mental illness, you must answer "yes" or leave it blank and explain it later.
If you bring up past histories of mental illness, unnecessarily, the employer might conculde you still have some problems.

SAMPLE:

- Do you have any mental problems? _____

- Do you have any history of mental illness? _____



Here are some question areas that might cause problems:

Mental Health: Generally, you should leave the space blank on a job application if you have mental problems. You need to explain this in person. You do not want to take chances of misunderstanding. Avoid medical language. Your explanation should be simple and to the point. You might explain this way: "Recently I lost my husband. I went through a very difficult adjustment period. My doctor and I decided I could benefit from some expert counseling. I meet with a group every Monday night. This counseling has been very beneficial to me. I feel more adjusted now and am ready to go to work."

Everybody has problems. Admitting them and doing something about them is a very healthy position. Avoid talking in great detail about your problem. Keep your answer business-like and short. Be willing to take a personality profile.

Physical Problems: If a handicap affects your work ability or relationships, report it on the application. Avoid using medical terms where possible. State the limitations your handicap places on your ability but follow that statement with a positive one which indicates how you have remediated or overcome the handicap. For example, if you have a speech problem you might say, "I have a little problem with my speech. Vowel sounds are somewhat difficult for me to pronounce. If I talk

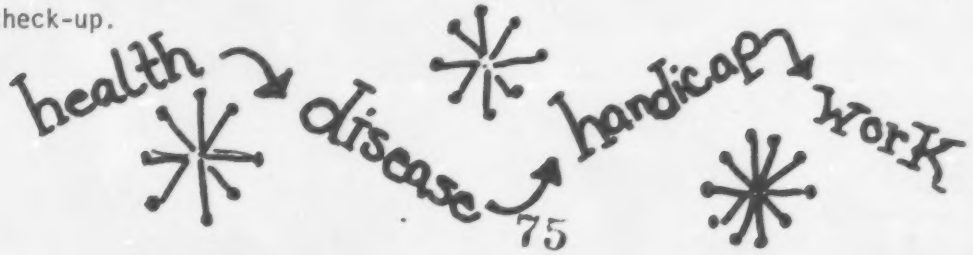
slowly, I can pronounce vowels easily. I have never had any real difficulty being understood."

If you are a slow learner or have a learning disability, you might say, "I may take a little longer to learn the job, but once I learn, I am very accurate and dependable."

If you have physical limitations which are relevant to the job, indicate your lifting, sight, hearing and speech capacity or other pertinent information.

Often, employers are hesitant to ask about a handicap. If he/she doesn't ask you about a handicap that you have listed or that is visible, bring up the subject yourself. Talk about your condition in a frank, open way. Do not assume he/she understands the handicap and its limitations. Many people have stereotyped ideas about the handicapped. You might want to bring a letter from your doctor or teacher describing your handicap. If you cannot drive, explain how you will get to work.

Conditions of Health: When you have normal health, list "excellent" or "very good". If you have a health problem, you might bring a doctor's evaluation of your health. Your school or previous job's attendance record can prove your health has not been a negative factor in the past. Information about surgical operations and diseases might be requested. Many firms require a physical examination which is usually just a routine check-up.



Salary Expected: Salaries vary according to experience, education and other factors. Find out in advance the salary structure of the firm. Newspaper advertisements and employment counselors can also be helpful. If you are a teenager with little or no experience, you should answer, "The prevailing wage." Minimum legal wages are set by the federal government. When this capsule was written, the minimum wage was $2.90 but changes occur regularly. Check with Job Services for the prevailing wage.

Criminal Record: As mentioned before, a criminal record may be a problem when you fill out a job application. If a security clearance or similar action is required for the job, the question is legal. If the question is asked about your prison or arrest record, leave the space blank. You might explain your action this way: "I left the space in question 6 blank because I was not certain who else might see this application. If I am hired, I do not want others to know about my past." Then go on to explain how you have changed since your conviction. You can tell him "I regret what I did; I have learned my lesson. I am anxious to prove myself on the job. I am a strong capable worker." If you were released early for good behavior, bring papers which document this. Bring recommendations from guards, instructors and/or the warden. Let your employer know if your parole officer will be making regular visits.

You are not obligated to tell the employer about the offense. If he asks, you can assure him it wasn't related to your former job or your ability to perform this job. Be honest but emphasize your good points.

HONESTY IS THE BEST POLICY

STOP

Now that you have finished the last section of Part 2, let's review some of the main ideas concerning Problem Questions.

1. Some examples of questions which might be difficult to answer are:

   Mental Health

   Physical Problems

   Conditions of Health

   Expected Salary

   Arrests and/or Criminal Record

2. If a problem question is phrased so you must answer yes or no, leave the question blank and indicate you would like to talk to the employer in person.
3. Avoid using medical terms in describing mental problems; make explanations simple and to the point.
4. State the limitations your handicap places on your ability to perform a job. Follow this with a positive statement about how you have remediated or adjusted to the handicap.
5. If your health is a problem, bring evidence to show it should not interfere with your ability to perform your job.

6. Check the salary structure of your employer before applying for a job.

7. If you have a criminal or arrest record, bring evidence which documents your good behavior. Emphasize your positive attributes.

TURN THE PAGE AND DO THE ACTIVITIES FOR PART TWO ON PERSONAL INFORMATION.....

SALARY

$COST OF LIVING

EMPLOYMENT

ACTIVITIES

Now you have completed the second part of Capsule 1 on Personal Information. Here are some activities. Do Activity 3.

*ACTIVITY 3

Go to your teacher and get the practice application form. Please complete the application as if you were applying for a job. Refer back to the information in Part 2 if you need help. When you have finished the application, go to your teacher for a worksheet. Score your activity with an evaluation worksheet. Take it to the teacher when you're finished.

ACTIVITY 4

Choose one of the following situations: either 4a or 4b. Find another person to role play the part of the interviewer. Practice several different responses. When you are satisfied, tape record your role-playing situation. If a tape recorder is not available, you may want to write a script on paper. When you have completed this, select another student to evaluate the tape-recording or script. You will need to get a worksheet for him/her to use in evaluating your work. Your teacher has these worksheets. After the evaluation process, return the tape or script along with the evaluation worksheet to your teacher so he/she can record your score.

ACTIVITY 4a

You are interviewing with the Personnel Manager of Penney's Pickle Factory. You are applying for a sales job. Unfortunately, you were in a car accident and broke your leg. It will be in a cast for eight months. What will you say to your perspective employer to convince him/her your handicap will not interfere with your ability to perform the job. Write your answer on notebook paper and turn it in to your teacher, or tape your answer and turn the tape in.

ACTIVITY 4b

You are interviewing for a job with Ferrel's Feline Farm. The boss has just asked you if you are married and have children. You are <u>certain</u> the answer will discriminate against your getting the job. What would you say to the employer? Rememeber, you want the job and don't want to make him/her defensive and angry. Write or tape your answer and turn it in to your teacher.

Now, do Activity 5

*ACTIVITY 5

Collect at least three applications from stores and companies in your town. Compare the Personal Information section on the forms. How are they similar? How are they different? What makes some easier to fill out than others? Write your findings on paper and hand in your assignment and applications to the teacher for evaluation.

You may choose either 6a or 6b

ACTIVITY 6a

You will need to go to your teacher for a worksheet. After you get the worksheet, carefully read the 4 situations. Decide if there is any discrimination. Then write why you answered the way you did. Hand the worksheet in to your teacher.

ACTIVITY 6b

Choose a picture from a magazine which shows two people talking. Cut out the picture; paste it on a large sheet of paper. Write a dialogue that might be taking place between an applicant and an employer and hand it in to your teacher. Pick one of the following topics to use for your dialogue:

Expected salary

Mental health

Arrests

Criminal record

HOORAY!!!!! You have completed Capsule 1. Now you are ready to take the POST - TEST. But..... before you do, let us stop for a minute to review.

Self - Checks are for your own benefit, so you may do them in a way that is most helpful to you. The Self - Check provides feedback to you and will help you review and identify ideas you need to know for your Post-Test.

Self - Check 1

Turn to the review on page 7 and reread the ideas presented.

Self - Check 2

Turn to page 15 and go over the ideas once more.

Self - Check 3

Turn to page 20. Here is a quick review of the main ideas for this part.

Self -Check 4

Turn to pages 27-28 and reread this review section.

Self -Check 5

Pretend you are filling out the Personal Information portion of an application. What important things should you remember to include? Look at the application form you completed for Part 2, Activity 1. This will help you review.

Self - Check 6

What important things should you remember about form?

Look at the application you completed for Part 1, Activity 1.

EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

CAPSULE 2

THE JOB APPLICATION FORM

by JANE BATES

Last Name First Name Middle Initial Today's Date

Mailing Address Telephone Number

City State Zip Code

Social Security Number Date of Birth

Position You Are Interested In

WORK EXPERIENCE - Please list last two places where you have been employed and show dates.

Where Employed	From	To	Job Description
1.			
2.			

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.			
2.			

Project COST
ESEA Title IV
Kansas State Dept. of Education
USD 449
Easton, KS 66020

Form 2/79/11

Teacher's Guide
Your Signature

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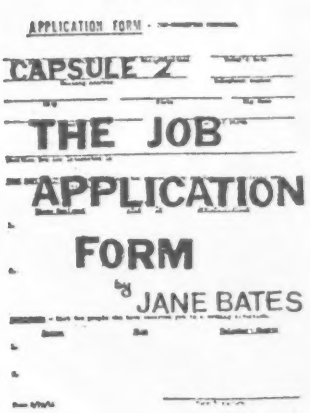


PACKAGE RESUME

Publication Date: July 1979
Level/ Subject: Senior High/ Vocational, Career
Title: The Job Application Form, Part 2
Author: Jane K. Bates

Abstract: The Job Application Form is composed of three (3) sequential capsules. The student will learn to analyze a job application form in terms of his/her life situation. Capsule 2 is divided into two parts: Education and Personal Information.

In the first part of the capsule, the student will learn to correctly describe his/her educational experiences. Some of the topics discussed are necessary information, problem questions, and school activities and honors. In Part Two the student will select appropriate references to list on an application form. Some topics discussed are reference selection and requesting permission to use names as references. The student will be asked to write a business letter to one of the references listed on his/her application.

This capsule is designed for high school students of average ability. It is particularly appropriate for career courses or class units. Work-study programs and counselors would also find the information pertinent. The student should have some business letter writing skills before beginning this capsule. Each capsule in this sequence is designed to be completed within four to six hours of instructional time.

SPECIAL INSTRUCTIONS

The Job Application Form could be preceded by various activities. Students might discuss employment and how to find a job.

Guest speakers and personnel directors could be invited to speak to the class about their companies' or firms' job application form. They could stress those things that companies look for on an application form, particularly those items in the reference and education portions.

After completing this capsule, students may be interested in the capsule, The Job Interview.

PRE-TEST: TEACHER INSTRUCTIONS

The Job Application Form consists of three capsules. There is one Pre-test for all three capsules. Notice the Pre-test application is keyed to the three capsules. For example, the Basic Information and Health sections are pre-testing for Capsule 1. Work History on page 2 pre-tests for Capsule 3, etc. Each section of the Pre-test Application Key has been labeled for you. A student might test out of one or more of the three capsules. In my opinion, students should not make more than 2 errors per section. In other words, if a student makes more than 2 errors on the portion of the application labeled Capsule 1, he/she should do Capsule 1. Remember to check for errors of omission. In addition, overall neatness, grammar, spelling, etc. are covered in Capsule1.

ACTIVITIES

Here is a list of all the activities, worksheets, keys and materials. It can help you plan ahead and also serve as a guide.

PART 1: EDUCATION

Activity 7	Personal Information Card Index cards
Activity 8	Application Form Worksheet 6
Activity 9a	Ruth's Activities and Honors Worksheet 7a Key #4
Activity 9b	Sam's Activities and Honors Worksheet 7b Key #5
Activity 10	Activities and Honors List

PART 2: REFERENCES

Activity 11a	Yum Yum Burgers--Reference Selection Worksheet 8a Key #6
Activity 11b	USD #449--Reference Selection Worksheet 8b Key #7
Activity 12	Personal Information Card Index card
Activity 13	Business Letter Sample Letter Worksheet 9
Activity 14	Application Form Worksheet 10
SELF-CHECK	Worksheet 11
POST-TEST	Post-test Key

Key #4

WORKSHEET 7a

Capsule 2: The Job Application Form

Part 1: Education

ACTIVITY 9a

Name _____

Date _____

Score _____

Read the situation below:

Ruth is a senior in a small rural high school. She is applying for a job in a doctor's office as a receptionist. She is a tall blond girl who is very attractive. Here are the activities and honors she listed on her application form:

Activities: Pep Club (Freshman year)
Chorus

Honors: None

1. Pretend you are Ruth's prospective employer. Considering Ruth's activities and honors, what might you think about Ruth? Remember Ruth is applying to be a receptionist. Circle the words you think best describe Ruth?

active	personable	friendly
ambitious	people-oriented	a follower
a leader	imaginative	smart
outgoing	interesting	lazy
a loner	uninvolved	achievement-oriented

Answers may vary

Key
Worksheet 7a Continued

2. Why did you choose these words?

Check to see if the student has supported his/her choice of words

3. If Ruth were applying for a job as a felter on a luggage assembly line, would her activities and honors be as important? Why or why not?

An assembly-line worker would not need the interpersonal skills a receptionist would need.

Key #5

WORKSHEET 7b

Capsule 2: The Job Application Form

Part 1: Education

ACTIVITY 9b

Name _____

Date _____

Score _____

Read the situation below:

Sam is a senior at a large metropolitan city in the East. He is applying for a job as a manager at Puggie's, a large department store. He has dark hair, a good build and is average-looking. He has listed the following activities and honors on his application form:

Activities: Basketball (all four years)
Football " " "
Track " " "
Spanish Club (Freshman & Sophmore)
Band (all four years)
Student Council (Senior year)

Honors: Honor Society (Junior & Senior)
Honor roll (all four years)
Outstanding Senior

Worksheet 7b-continued
Key # 5

1. Pretend you are the employer looking at Sam's application. Consider his activities and honors. What might you think about Sam? Circle the words. Remember he is applying to be a manager.

active
ambitious
a leader
outgoing
a loner

personable
people-oriented
imaginative
interesting
uninvolved

friendly
a follower
smart
lazy
achievement-oriented

Answers may vary-

2. Why did you circle these words?

Check to see if the student has supported his/her choice of words.

3. If Sam were applying to be a meat-cutter would his activities and honors be as important? Why or why not? NO

A job as a meat-cutter would not require the management, academic and interpersonal skills a manager would.

Key #6

WORKSHEET 8a

Capsule 2: The Job Application Form

Part 2: References

ACTIVITY 11a

Name _____

Date _____

Score _____ _____

You are applying for a job at Yum Yum Burgers. Circle the the three best references.

1. Father Creek, Church of the Blessed Virgin
2. Jane Rivers, your aunt
3. Paul Lake, your principal
4. Robert Sea, a neighbor
5. Barbara Stream, your teacher
6. Donna Ocean, a cook

Why did you choose these three references:

1. Father Creek — Leader in community
   Respected
   Moral Symbol
   Honest
2. Paul Lake — Professional
   Leader in community
   Respected
3. Barbara Stream — Professional
   Leader in community
   Should know person well

* 4. Donna Ocean — Might be used if the student indicates he/she is applying for a job as a cook.

Key #7

WORKSHEET 8b

Capsule 2: The Job Application Form

Part 2: Reference

ACTIVITY 11b

Name _____

Date _____

Score _____

Paula Purple is applying to Unified School District #449 for a teaching job. She has listed the following references. Read them and then answer the questions.

1. Patrick Pink, Doctor (her father)
2. Robert Red, Druggist (neighbor)
3. Yvonne Yellow, Teacher (grade school)
4. Gerald Green, Farmer (family friend)
5. Betty Blue, Teacher (college advisor)
6. Ben Brown, Teacher (supervisor)

1. Which reference should not be listed? Why?

Patrick Pink — He is a relative
or Yvonne Yellow — This reference is not current

2. Which reference is not very effective? Why?

Gerald Green — He doesn't have any knowledge as far as assessing the skills necesary for Teaching.

3. Which reference is the best? Why?

Ben Brown — Supervisor — He would have personal-first-hand knowledge of Paula's teaching ability.

Key

POST - TEST

Capsule 2: The Job Application Form

Education and References

Name _____

Date _____

Score _____

Pretend you are Alberta Einstein. You are applying at a bank to be a teller. Look at the application below; then answer the questions that follow. When you have completed the test, take it to your teacher for evaluation.

Please print

EDUCATION

Schools Attended	Dates Attended From	To	Address	Highest Grade Completed
Elementary Rock Hill Elem.	1966	1972	123 Central St. Einsville, Iowa 00027	6 TH
Jr. High Berry Park Jr. High	1972	1975	120 Pine Ave. Einsville, Iowa 00027	9 TH
High School Three Forks H.S.	1975	1978	1234 Rogers Road Einsville, Iowa 00027	12 TH

If you did not graduate from high school, have you taken the High School Equivalence Certificate? N/A.

How many credits do you have? 18

Place in graduating class? 19

What is your grade point average? 3.21

Number of students in graduating class? 85

College or University Location	Dates Attended From	To	Years Completed	Major
Einsville Community College	1978	1979	1 year	Accounting

Do you have a college degree? No.

How many credit hours have you completed? 12 semester hours.

What is the title of the degree you received? None

Date N/A

Other Training Name and Location	Subjects Studied	Dates Attended	Course Completed?
Einsville Community College	Ceramics	Summer 1978	(yes) no
			yes no
			yes no
			yes no

Can you type? yes Words per Minute? 40

Do you take shorthand? No Words per Minute? N/A

Do you have knowledge of a trade? _____ What ? _____

Organizations & Honors

National Honor Society
Honor Roll
Science Club
Science Fair – 2nd Place
Girl's State Representative

REFERENCES

Please give the name, address, and phone number of three references who are well acquainted with you.

Name	Address	Phone	Occupation
Edgar Einstein	111 E. 10th St. Southway, Indiana 72101	643-442-2160	Postman
Stella Baker	810 Rose Ave. Einsville, Iowa 66027	613-542-1111	Retired First Grade Teacher
Rev. Ronald C. Carter	Church of All Saints 33 Brooks Blvd Einsville, Iowa	613-542-5432	Minister
Bernice Smith	Northwest Bank 601 Central St. Einsville, Iowa 66027	613-542-2179	Vice-President

Key

Job Application Form: Part 2

Post-test

Name _____

Date _____

Score _____

Circle the letter by the phrase that correctly completes each statement.

1. Alberta should not have listed Edgar Einstein as a reference because he:

   a. is not very influential.

   (b.) is a relative.

   c. does not have a college education.

   d. lives in another state.

2. Alberta should not have listed Stella Baker as a reference because she:

   a. is a woman.

   b. is retired.

   c. will not remember her.

   (d.) is not current.

3. Using the following scale, what best describes Alberta's grade point average in high school? (A=4, B=3, C=2, D=1, F=0)

   a. below average

   b. average

   (c.) above average

   d. superior

4. According to Alberta's application, where did Alberta graduate in her high school class?

   a. middle third

   b. top ten

   (c.) upper fourth

   d. lower half

5. Which reference was probably selected for this specific application?

   a. Edgar Einstein

   b. Stella Baker

   c. Rev. Carter

   (d.) Bernice Smith

6. Rev. Ronald Carter is probably the most effective reference Alberta listed because he is

   a. not likely to give her a poor evaluation.

   (b.) a respected professional.

   c. a moral person.

   d. a close friend of the employer.

7. How useful will Alberta's educational record be in getting her the job?

   (a.) helpful

   b. detrimental

   c. inconsequential

   d. a guarantee

8. The organizations and honors Alberta has listed indicate that she is

   a. independent.

   b. a leader.

   (c.) academically oriented.

   d. very social.

9. Alberta attended Bellwood Community College for one year. Which one of the following questions might be important to her employer?

   a. Was Bellwood Community College co-ed?

   (b.) Why did she leave Bellwood Community College after one year?

   c. Why did she choose Bellwood Community College?

   d. How is a community college different from other colleges?

Circle T if the statement below is true. Circle F if the statement is false.

T (F) 1. Alberta should notify her references that she used their names immediately after completing her application.

(T) F 2. Alberta attended grade school, junior high school and high school in the same time.

T (F) 3. Alberta remembered to include all the zip codes.

T (F) 4. Alberta did not complete all the questions.

T (F) 5. Alberta followed all the directions.

SUGGESTED READINGS AND MATERIALS

"Applications and Forms" (Workbook and filmstrip). Kalamazoo, Michigan: Interpretive Education, 1974.

"Career Reprint" (Job Hunting File). Largo, Florida: Careers, Inc., 1978.

"Get It Down in Writing." Columbus, Ohio: Xerox Education Publications, 1978.

"Getting and Holding a Job." Engelwood Cliffs, N.J.: Scholastic Magazines, Inc., 1977.

"Job Application Information," Kansas Career Information System. Topeka: Kansas State Department of Education, 1976.

Ludwick, Stephen. "Finding a Job." The Be Informed Series. Syracuse, New York: New Readers Press, 1975.

Occupational Outlook Handbook. Kansas City, Mo.: Bureau of Labor Statistics, U.S. Department of Labor, 1978-79.

"The Job Hunter's Guide." Southwestern Bell.

Zaug, Mary Jo. "Finding a Job." Consumer Survival Series (Set 442) Chicago: Little Kenny Publications, Inc., 1977.

Job Services has several free brochures on job applications and related areas. Check in your local telephone book for their number.

APPENDIX

This appendix contains copies of all worksheets and assessments. These copies may be used to make your own classroom quantity copies. To use, unstaple the sides of the teacher's guide and remove the worksheet and assessment pages. Restaple the remaining pages of the teacher's guide.

WORKSHEET 6

Capsule 2: The Job Application Form

Part 1: Education

Activity 8

Name_____

Date_____

Score_____

Here is the way the Educational portion of an application might look. Complete it using your own information. Answer the questions at the bottom of the page. Then hand this in to your teacher for evaluation.

Please print.
EDUCATION - Please list in order with most recent first.

Name	Address	Dates Attended To From	Degree

✓ CHECK YOURSELF
Circle Y for Yes or N for No

Y N 1. Have you listed your educational experiences in order with the most recent first?

Y N 2. Have you printed or typed the information?

Y N 3. Are the addresses complete? Is there a zip code?

Y N 4. Are dates complete? Have you given the month and year?

Y N 5. Have you used the correct name of the schools?

Y N 6. Are your degrees adequately listed?

WORKSHEET 7a

Capsule 2: The Job Application Form Name _____

Part 1: Education Date _____

ACTIVITY 9a Score _____

Read the situation below:

Ruth is a senior in a small rural high school. She is applying for a job in a doctor's office as a receptionist. She is a tall blond girl who is very attractive. Here are the activities and honors she listed on her application form:

Activities: Pep Club (Freshman year)
Chorus

Honors: None

1. Pretend you are Ruth's prospective employer. Considering Ruth's activities and honors, what might you think about Ruth? Remember Ruth is applying to be a receptionist. Circle the words you think best describe Ruth?

active	personable	friendly
ambitious	people-oriented	a follower
a leader	imaginative	smart
outgoing	interesting	lazy
a loner	uninvolved	achievement-oriented

WORKSHEET 7a (Con't)

2. Why did you choose these words?

3. If Ruth were applying for a job as a felter on a luggage assembly line, would her activities and honors be as important? Why or why not?

WORKSHEET 7b

Capsule 2: The Job Application Form

Part 1: Education

ACTIVITY 9b

Name _____

Date _____

Score _____

Read the situation below:

Sam is a senior at a large metropolitan city in the East. He is applying for a job as a manager at Puggie's, a large department store. He has dark hair, a good build and is average-looking. He has listed the following activities and honors on his application form:

Activities:	Basketball (all four years)
	Football " " "
	Track " " "
	Spanish Club (Freshman & Sophmore)
	Band (all four years)
	Student Council (Senior year)
Honors:	Honor Society (Junior & Senior)
	Honor Roll (all four years)
	Outstanding Senior

WORKSHEET 7b (Con't)

1. Pretend you are the employer looking at Sam's application. Consider his activities and honors. What might you think about Sam? Circle the words. Remember he is applying to be a manager.

active	personable	friendly
ambitious	people-oriented	a follower
a leader	imaginative	smart
outgoing	interesting	lazy
a loner	uninvolved	achievement-oriented

2. Why did you circle these words?

3. If Sam were applying to be a meat-cutter would his activities and honors be as important? Why or why not?

WORKSHEET 8a

Capsule 2: The Job Application Form

Part 2: References

ACTIVITY 11a

Name _____

Date _____

Score _____

You are applying for a job at Yum Yum Burgers. Circle the the three best references.

1. Father Creek, Church of the Blessed Virgin
2. Jane Rivers, your aunt
3. Paul Lake, your principal
4. Robert Sea, a neighbor
5. Barbara Stream, your teacher
6. Donna Ocean, a cook

Why did you choose these three references:

1.

2.

3.

WORKSHEET 8b

Capsule 2: The Job Application Form

Part 2: Reference

ACTIVITY 11b

Name _____

Date _____

Score _____

Paula Purple is applying to Unified School District #449 for a teaching job. She has listed the following references. Read them and then answer the questions.

1. Patrick Pink, Doctor (her father)
2. Robert Red, Druggist (neighbor)
3. Yvonne Yellow, Teacher (grade school)
4. Gerald Green, Farmer (family friend)
5. Betty Blue, Teacher (college advisor)
6. Ben Brown, Teacher (supervisor)

1. Which reference should not be listed? Why?

2. Which reference is not very effective? Why?

3. Which reference is the best? Why?

SAMPLE LETTER

Activity 13

Route 4 Box 222
Three Dot, Kansas 66001
July 2, 1979

Dr. Phillip J. Freud, Director
Sicky Mental Hospital
102 Coma Road
Four Dot, Kansas 66000

Dear Dr. Freud:

I have just graduated from Kansas State University with a degree in psychology and plan to apply for a job at the Mental Health Clinic in Three Dot. May I use your name as a reference?

Thank you for your time. I hope your family is well.

Sincerely,

Richard G. Rodgers

WORKSHEET 9

Capsule 2: The Job Application Form

Part 2: References

ACTIVITY 13

Name _____

Date _____

Score _____

Circle Y for Yes and N for No.

COMPLETE ?

Y N 1. Is there enough specific information in the letter to accomplish its purpose?

Y N 2. Are the names and addresses complete?

CONCISE ?

Y N 3. Is the sentence structure clear?

Y N 4. Are paragraphs logical thought units?

CORRECT ?

Y N 5. Is the letter free from grammatical errors?

Y N 6. Is the letter free from spelling errors?

Y N 7. Is the letter free from punctuation errors?

NEAT ?

Y N 8. Is the letter free from erasures?

Y N 9. Is the letter positioned appropriately on the page?

WORKSHEET 10

Capsule 2: The Job Application Form

Part 2: References

ACTIVITY 14

Name _____

Date _____

Score _____

Here is the way the Reference portion of an application might look. Please complete the form using your own information. Use your Personal Information Card. Answer the questions at the bottom of the page. Then hand the worksheet into your teacher for evaluation.

REFERENCE Please print

Please list the names and addresses of three references you have known for at least one year.

Name	Address	Occupation	Phone	Years Acquainted
1.				
2.				
3.				

✓CHECK YOURSELF

Circle Y for Yes and N for No

Y N 1. Did you use a relative as a reference?

Y N 2. Are the addresses complete and correct?

Y N 3. Are your references impressive?

Y N 4. Have you used the correct occupational titles?

Y N 5. Have you known the references at least one year?

WORKSHEET 11

Capsule 2: The Job Application Form

Education and References

SELF CHECK

Name _____

Date _____

Score _____

EDUCATION

	Name of School Address	Years Attended From To	Grade Completed or Degree
Elementary			
Jr. High			
High School			
Vocational			
College			
Business or trade			
Others			

PERSONAL REFERENCES

Name	Address	Phone	Occupation

Capsule 2: The Job Application Form

Check Sheet

Name _____ Class _____

Date _____ Score _____

PRE-TEST
Comments:

PART 1: EDUCATION

Activity 7: Personal Information Card _____

Activity 8: Application Form _____

Activity 9a: Ruth's Activities & Honors _____

Activity 9b: Sam's Activities & Honors _____

Activity 10: Activities & Honors List _____

PART 2: REFERENCES

Activity 11a: Yum Yum Burgers-Reference Selection _____

Activity 11b: USD #449-Reference Selection _____

Activity 12: Personal Information Card _____

Activity 13: Business Letter _____

Activity 14: Application Form _____

POST-TEST

Comments:

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Student Material

CAPSULE 2

THE JOB APPLICATION FORM

by JANE BATES

Last Name | First Name | Middle Initial | Today's Date

Mailing Address | Telephone Number

City | State | Zip Code

Social Security Number | Date of Birth

Position You Are Interested In

WORK EXPERIENCE - Please list your two most recent places where you have been employed and who

Where Employed	From	To	Job Description
1.			
2.			

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.			
2.			

Project COST
ESEA Title IV
Kansas State Dept. of Education
USD 449
Easton, KS 66020

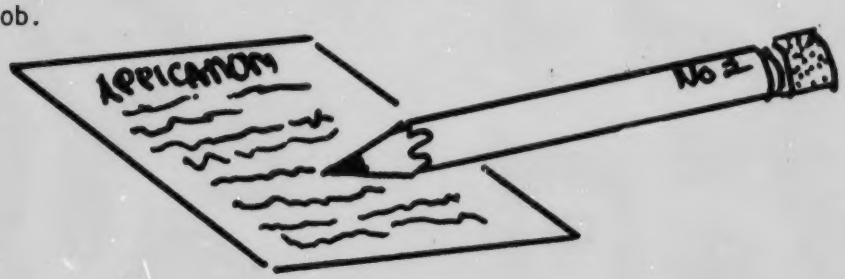
Form 2/79/11

115

Your Signature

THE JOB APPLICATION FORM

Most employers will ask you to complete an application form when you apply for a job. The application form is very important. It is often the employer's first impression of you. Many employers rely heavily on the information asked on their application forms. The way you complete an application may be an indication to the employer how well you can do the job.



DID YOU KNOW.....

you will be competing with over 3,000,000 other graduating high school students for jobs.* This means you will need to sell yourself. You will be competing with many other people for the job you want. Learning how to correctly complete an application form will give you an extra advantage.

IS LEARNING ABOUT A JOB APPLICATION FORM WORTH YOUR TIME?.....

YES!

*Statistics from The Career Planning Workshop the EDN Corporation, Jenkentown, Pa. 19046, 1976.

The Job Application Form is divided into three capsules.

IN CAPSULE 1.....

you learned how to recognize the appropriate form to use when filling out a job application. Some of the topics covered were: spelling, grammar, completeness, and neatness. In addition you learned to complete the Personal Information section of an application form.

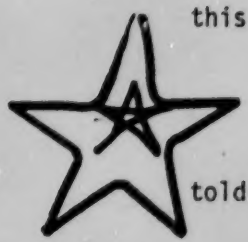
IN CAPSULE 2.....

you will learn to analyze a job application form in terms of your life situation. Here are some of the things you will be able to do upon completion of this capsule:

1) CORRECTLY DESCRIBE YOUR EDUCATIONAL EXPERIENCES
2) SELECT APPROPRIATE REFERENCES TO LIST ON YOUR APPLICATION FORM

BEFORE YOU BEGIN.....

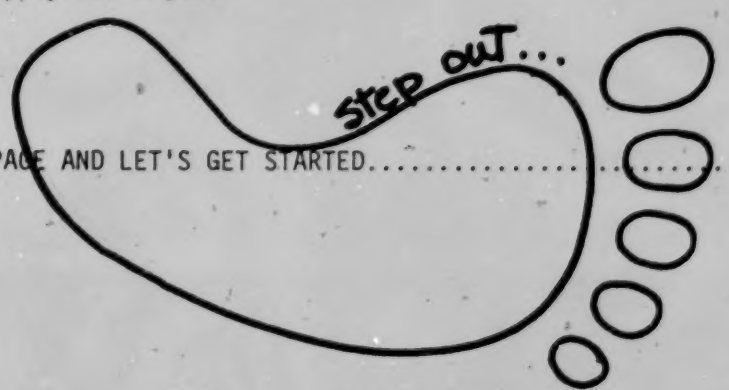
Capsule 2 of The Job Application Form has two parts: Education and References. Read each part very carefully. Several activities will follow each part; you will recognize the activities because they are starred like this:



Do each starred activity unless you are specifically told to choose the one most interesting to you.

Near the end of this capsule you will find a SELF - CHECK. This will help you review for your final POST - TEST at the end of the capsule.

If other students are working on this same capsule, do not be too concerned about how fast they are working. Find a speed that is comfortable for you. Take your time. Do as well as you can. This information will be very helpful when you apply for a job.



TURN THE PAGE AND LET'S GET STARTED.....

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name | First Name | Middle Initial | Today's Date

Mailing Address | Telephone Number

City | State | Zip Code

Social Security Number | Date of Birth

CAPSULE 2

PART 1

Position You Are Interested In

WORK EXPERIENCE - Please list last two places where you have been employed and how long.

Where Employed	Dates From	Dates To	Job Description
1.			
2.			

EDUCATION

REFERENCES - List two people who have observed you in a working situation.

Person	Firm	Telephone Number
1.		
2.		

Form 2/79/11

Your Signature

PART ONE: EDUCATION

You will need to list all of your educational experiences in the EDUCATION portion of an application form. Include both formal and informal schooling unless otherwise advised. You should also include the school you are presently attending. Special courses like a Red Cross Safety Course or summer classes in ceramics or typing should be listed. Dates of attendance are necessary. You will need to know the date you entered and the date you completed the school as well as the name of the courses and the schools.

In some cases you may need to know how many credits you have, your standing in the class, or your graduation certificate(s). As you will see later, your Personal Information Sheet is especially helpful in filling out the educational part of a job application.

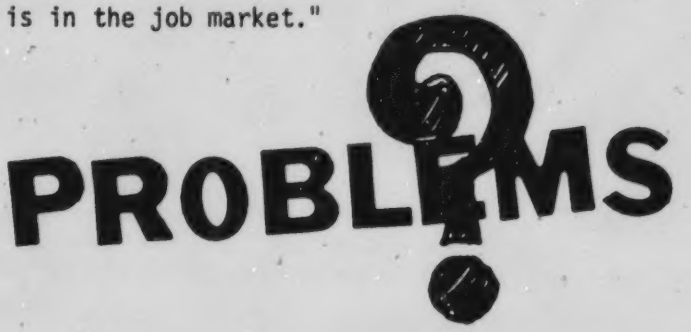
If you do not know your grade point average or the number of credits you have earned, visit the registrar or counselor in the school. Your permanent school record lists this information. You may have an advantage over another applicant if your grades are good. Few students can receive good grades from a school without doing competent work.

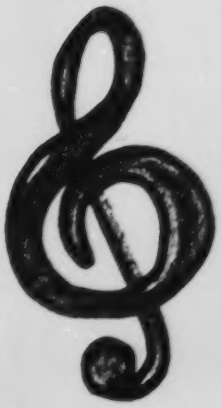
DON'T SIT ON YOUR ASSETS!!!

Problem Questions:

If you quit or dropped out of school, you could have problems when you apply for a job. Most applications have a section asking about your educational training and experiences. You will need to explain these parts of the application if you have an educational deficiency. You might say, "I quit school, because I needed to earn some money." You should always try to give a reason. For example, "I was having a difficult time at home and decided to get a job full time. My father lost his job, and we were all expected to help with family expenses."

Indicating your willingness to return to school is often helpful. You are saying you are interested in improving yourself and are ready to work toward that end. If you feel you made a mistake by leaving school, tell the employer. You might say, "I realize now I made a mistake leaving school. I have checked night classes at Rah Rah High School and hope to finish my high school requirements. The counselor said I only lack six credits. I learned the hard way how important a high school diploma is in the job market."

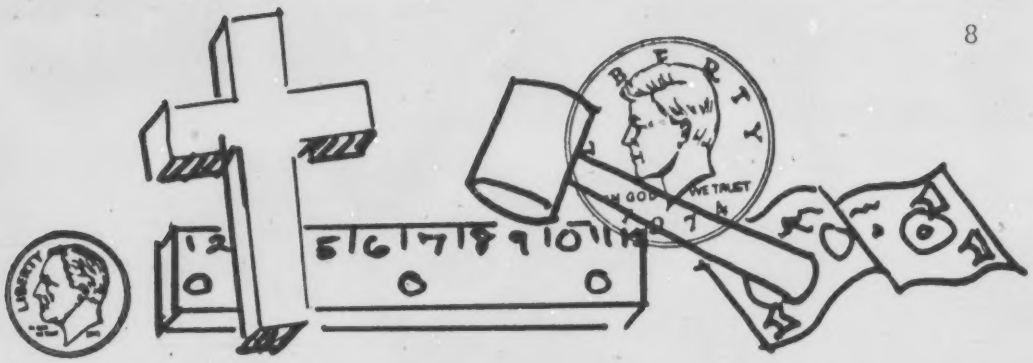




School Activities and Honors:

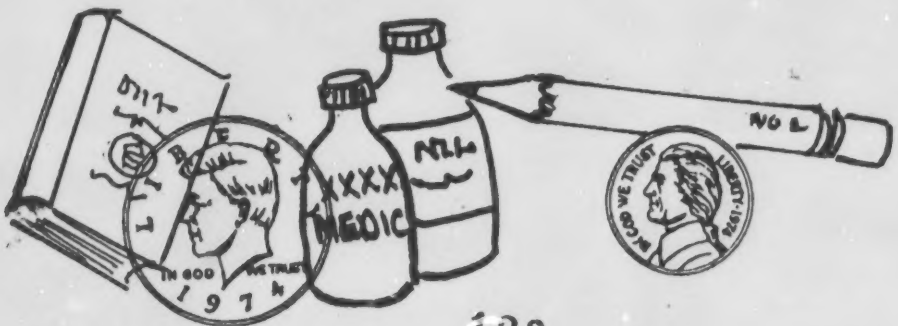
Many times school activities are important considerations in hiring a student with little or no actual work experience. Mention music, sports and club activities. Special honors are important also. List offices you have held, honor role, student council and similar activities. These activities will indicate your achievement and responsibility at school. Being an officer in an organization reflects your leadership abiltiy.

You may be asked to list community, civic, and professional organizations to which you belong. Employers are often interested in persons who belong to outside activities. Belonging to outside activities may indicate you are an outgoing or sociable person; you are someone who likes to be with other people. Membership in service organizations reflects your altruism or interest in helping others. If you belong to many different organizations, your employer might conclude you have broad interests and enjoy doing many different things.



If you are applying for a professional level job, such as a teacher, lawyer, accountant, minister, nurse, or engineer, you might want to list some professional organizations to which you belong. An employer might interpret your membership in these organizations as an indication of your desire to keep informed and updated about your profession. Your participation reflects your commitment to that profession. Professional organizations usually have a membership fee. These annual fees range from $25.00 to $75.00 depending on the organization. The average is around $30.00 to $50.00 a year.

Many organizations don't have fees. You can find a list of these and other organizations in your community from The Chamber of Commerce. Listings may also be found in the Yellow Pages of your phone book under civic, professional and fraternal organizations.



LET'S SEE? COMPLETE ALL THE STARRED ACTIVITIES

ACTIVITY 7

When you complete the Education portion of an application form, you will need to know alot of information. If you have all this information available at your fingertips, you will have less difficulty completing your application. Make a Personal Information Card. Use a 5 x 7" index card. If you don't have an index card, cut a piece of paper 5 x 7". Include the information you think is important.

You should have:
- Name of School
- Address
- Phone #
- Dates of Attendance
- Degree or Certificate

When you have completed your card, take it to your teacher for evaluation.

ACTIVITY 8

Activity 8 is the Educational portion of a sample application. Go to your teacher for the worksheet 6.

You may choose either Activity 9a or 9b.

ACTIVITY 9a

Go to your teacher for worksheet 5. Read the situation. Pretend you are a doctor looking at Ruth's application. Considering her activities and honors, what might you think about Ruth? Circle the words you think best describe her. Why did you choose these words? Would your feelings change if Ruth were applying for another job?

ACTIVITY 9b

Go to your teacher for worksheet 7b. Read the situation. Pretend you are an employer reading Sam's application. What might you think about Sam? Circle the words which best describe him. Why did you choose these words? If he were applying to be a meat-cutter, would his activities and honors be as important?

ACTIVITY 10

Make a list of any community, school or professional organizations to which you belong. On a separate sheet of paper, list the special honors or awards you have received.

Using the lists you have just made, pretend you are an employer. You are reading the activities and honors listed by an applicant that you do not know. What kind of evaluation would you give this person? Is the applicant active and interested in many different things? Is the person sociable? Is there anything that indicates this applicant might be different or special?

Answer these questions on a sheet of paper. Hand this paper, along with the lists you have made, into your teacher.

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name _____ First Name _____ Middle Initial _____ Today's Date _____

Mailing Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Social Security Number _____ Date of Birth _____

PART 2

Position You Are Interested In _____

WORK EXPERIENCE - Please list last two places where you have been employed and how long.

Where Employed	Dates From	Dates To	Job Description
1.			
2.			

REFERENCES

REFERENCES - List two people who have observed you in a working situation.

Person	Firm	Telephone Number
1.		
2.		

Form 2/79/11

~~12~~ _____
Your Signature

PART TWO: REFERENCES

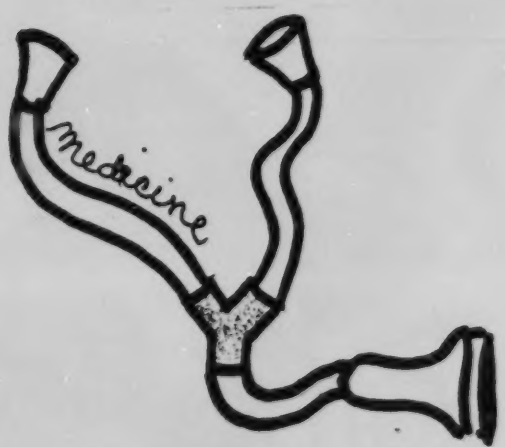
References are a very important part of job applications. When you are seeking employment, references provide the prospective employer with the names and locations of people who know your qualifications. Employers use references to find out what kind of person you are.

If you are a student or have recently graduated, you will probably use teachers and family friends as primary sources for references. After you have more job experience, you may want to use former business references or supervisors.

References are important to you. Plan ahead before you fill out the application. Consider possible people who would be good references. Get permission to use their names as a reference. This is very important, because the person may not feel he/she can give you a good reference. This gives him/her the opportunity to say no without harm being done. Asking beforehand is also a matter of courtesy. If you cannot talk with the person, write a letter.

Select references with some status or importance in the community. Doctors, lawyers, ministers, and other professionals are good references. Never use family members or relatives. An endorsement from a valued employee in the firm or company will be helpful. References should be selected differently for different jobs. In other words, they should be appropriate to the job for which you are applying. For example, if you are applying for a drafting job, you might list a draftsman you know. On the other hand, if you are applying for a teaching job, you might include your advisor from school.

When listing a person as a reference, make certain that you have known the person for at least one year. Use current references. Do not list someone who has not seen you in the last ten years, or someone who knew you as a child growing up in Smalltown, Kansas.



LET'S PRACTICE

Now that you have read Part 2 on References, do the following activities:

Choose either Activity 11a or 11b. You will need to go to your teacher and get Worksheet 8a for Activity 11a or Worksheet 8b for Activity 11b. When you have completed the worksheet return it to your teacher for evaluation.

ACTIVITY 11a

You are applying for a job at Yum Yum Burgers. Six references are listed. Choose the best three references and explain why you chose them.

ACTIVITY 11b

Paula Purple is applying to Unified School District 449 for a teaching position. She has listed the following references. Which reference do you think she should not have listed? Why? Which reference do you think is the best? Why? Which reference is the least effective? Why? (Please DO NOT use the same answer twice)

ACTIVITY 12

When completing the Reference portion of an application form, you will need to know the following information:

- Name, including correct title
- His/her job title
- Address, including zip code
- Telephone number, including area code

Make a Personal Information Card. Use a 5 x 7" index card. If you do not have an index card, use a piece of paper that is 5 x 7". Include all the information you will need. When you have completed the card, recheck your information. Is it complete? Take the card to your teacher for evaluation.

****

ACTIVITY 13

Please write a business letter to one of the references you selected in Activity 12. If you do not know the correct form to use, go to your teacher for a sample letter and directions. Remember, you are asking permission to use the person as a reference. State your purpose concisely. Be courteous.

When you have completed your rough draft, go to your teacher for Worksheet 9. Evaluate your letter using the worksheet. Make the necessary corrections.

Recopy the letter in a final form. Hand the completed letter and your evaluation form into your teacher.

ACTIVITY 14

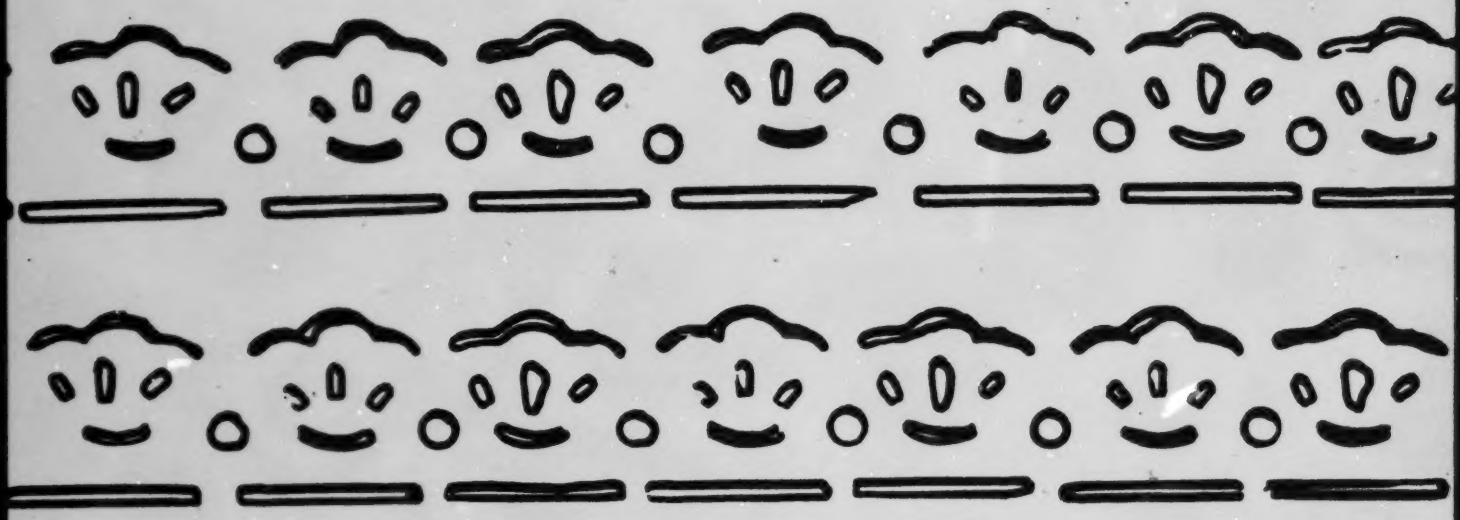
For Activity 14 you will complete the Reference portion of an application form. Go to your teacher for worksheet 10.

SELF - CHECK

HOORAY!!!!

You have completed Capsule 2. Now you are ready to take the POST - TEST. But..... before you do, let 's stop for a minute to review.

Self-Checks are for your own benefit, so you may do them in a way that is most helpful to you. The Self-Check provides feedback to you and will help you review and identify ideas you need to know for your Post-Test.



SELF - CHECK

Poor Pitiful Polly and Poor Pitiful Paul do not know very much about completing the Education and Reference portions of an application form. Pretend you are one of these uninformed people. Complete the information requested. Make the errors you think a person might make if he/she had not read this capsule.

When you are finished, have another student find the errors that you have made.

Your teacher has Worksheet 11 for this Self-Check.

EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name | First Name | Middle Initial | Today's Date

Mailing Address | Telephone Number

City | State | Zip Code

Social Security Number | Date of Birth

Position You Are Interested In

WORK EXPERIENCE - Include data on two places where you have been employed and ho-

Where Employed	From	To	Job Description
1.			
2.			

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.		Project COST ESEA Title IV Kansas State Dept. of Education USD 449 Easton, KS 66020	
2.			

Form 2/79/11

Teacher's Guide

Your Signature

CAPSULE 3

THE JOB

APPLICATION

FORM

by

JANE BATES

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PACKAGE RESUME

Publication Date--April 1980

Level/Subject--Senior High/ Business, Careers

Title--The Job Application Form: Capsule 3

Author--Jane K. Bates

Abstract-- The Job Application Form is composed of three (3) sequential capsules. The student will learn to analyze a job application form in terms of his/her life situation. Capsule 3 is divided into three parts: (1) work experience, (2) closing statement, signature and date, and (3) personal data cards.

In the first part of the capsule, the student will demonstrate his/her ability to complete the work experience section of a job application. Some of the areas discussed include job titles, job descriptions, problem questions and summer jobs. In the second section the student will be able to analyze a closing statement and identify to signature and date areas on an application. In the third section of this capsule the student will learn to complete personal data cards and understand their use in completing job applications.

This capsule is designed for high school students of average ability. It is particularly appropriate for career courses or units, work-study programs. Counselors would find the information in the capsule helpful.

SPECIAL INSTRUCTIONS

This capsule, The Job Application Form, could be preceded by various activities. The student might discuss various jobs and describe how to find a job. Guest speakers and personnel directors could be invited to talk to the class about their companies' or firms' application form, common mistakes, and other relevant concerns. After completing this capsule, the student might be interested in completing the capsule called The Job Interview.

The student may need to visit the library several times during the period he/she is working on the capsule to gather information. Part One, Activity 2a, requests the student to check with the librarian to find samples of crossword puzzles. In addition, teachers might want to bring some samples from newspapers or paperbacks for student use.

CAPSULE 3: ACTIVITIES

Here is a list of activities, worksheets, keys and materials for The Job Application Form: Capsule 3. You may use this list to help you plan ahead and to check to see if things are missing.

PART 1: WORK EXPERIENCE

Activity 15	Employment Record Worksheet #12 Key #8
Activity 16a	Professional Job Descriptions & Titles I Worksheet 13a Key #9a
Activity 16b	Non-professional Job Descriptions & Titles I Worksheet 13b Key # 9b
Activity 17a	Professional Job Titles & Descriptions II Worksheet 14a Key #10a
Activity 17b	Non-professional Job Titles & Descriptions II Worksheet 14b Key #10b
Activity 18	Interview Situation Worksheet 15 Key #11
Activity 19	Picture--Job Titles and Description Worksheet 16 Key #12

PART 2: CLOSING STATEMENTS

Activity 20	Sample Closing Statement Quiz Worksheet 17 Key #13
Activity 21a or 21b	Sample Closing Statement Quiz Worksheet 18 Key #14

PART 3: PERSONAL DATA CARDS

Activity 22	Personal Data Card Information Worksheet 19 Key #15
Activity 23	Personal Data Card Worksheet 20 Key #16

SELF-CHECK

POST-TEST — Post-test Key

Capsule 3: The Job Application Form
Activity 15 -

Key #8

Make certain that the student has listed her/his most recent employment first. If a student doesn't list anything or lists only one job, question him/her about summer jobs or after school jobs. Check spelling and correct job descriptions or titles. Has he/she listed two dates for each job? Consider neatness and overall appearance.

Key #9a

Name _____ Date _____ Score _____

Choose either Activity 16a or 16b. See if you can match the following job descriptions with their appropriate job titles. Please put the correct letter of the matching word in the blank.

b 1. Physical Therapist

i 2. Podiatrist

d 3. Statistician

g 4. Meteorologist

h 5. Underwriter

e 6. Actuary

j 7. Taxidermist

f 8. Petrologist

a 9. Botonist

c 10. Metallurgical Engineer

a. Studies plant life

b. helps persons with muscle, bone, nerve or joint disease

c. develops methods to process & convert metal into useful products

d. collects, analyzes & interprets data

e. designs, develops & analyzes insurance policies & pension plans

f. investigates composition, structure, & history of the earth's crust

g. studies the atmosphere's physical characteristics, motions, & processes & forecasts the weather

h. reviews insurance applications

i. diagnoses and treats diseases of the foot

j. stuffs and mounts animals & birds

Correct the items you did not correctly match. Give your teacher the corrected worksheet & key.

Capsule 3: The Job Application Form
Activity 16b
Worksheet 13b

Key #9b

Name _____ Date _____ Score _____

Choose either Activity 16a or 16b. See of you can match the following job descriptions with their appropriate job titles. Please put the correct letter of the matching word in the blank.

e 1.	medical assistant	a. sells seating space on commercial planes
f 2.	stone mason	b. plans menus and sells food
d 3.	airline reservationist	c. lines suitcases
h 4.	millwright	d. prepares patients for dental treatment & assists in treatment
c 5.	felter	e. manages doctor's office
b 6.	caterer	f. builds walls, bridge abutments and piers
i 7.	electrician	g. patrols highways & enforces the laws
d 8.	dental assistant	h. installs & prepares all types of machinery for use in a plant
j 9.	boilermaker	i. keeps electrical equipment in good order
g 10.	state patrol officer	j. works with vats & other large vessels that hold liquids & gases essential to industry
		k. installs electrical systems
		l. works machinery in a mill

Turn both the corrected worksheet and the key in to your teacher.

Capsule 3: The Job Application Form
Activity 17a
Worksheet 14a

Key # 10a

PROFESSIONAL JOB TITLES & DESCRIPTIONS

Name _____ Date _____ Score _____

You may complete either Activity 17a or 17b. Choose either the Professional or Non-professional form.

Using the Dictionary of Occupational Titles, find the correct title for following job descriptions:

1. Physical Therapist: Treats people with muscle, nerve, joint and bone diseases and injuries to overcome their disability through physical exercise and training.

Soil

2. Conservationist: Supplies farmers, ranchers, and others with assistance in conserving soil and water through adjsuting land use, reducing soil erosion and rebuilding depleted soils.

3. Curator: Directs and coordinates activities of workers engaged in a museum.

4. Rabbi: A spiritual leader who teaches and interprets the Jewish law.

5. Audiologist: Evaluates speech and hearing disorders and provides treatment.

Turn both the corrected worksheet and the key in to your teacher.

Key # 10b

NON-PROFESSIONAL JOB TITLES & DESCRIPTIONS

Name _____ Date _____ Score _____

Using the Dictionary of Occupational Titles, find the correct title for the following job descriptions:

1. Lithographer : Are responsible for a variety of printing activities.

2. Tool & Die Maker: Produces and repairs metal parts for machines.

3. Joiner : Makes new metal products or repairs old ones by joining pieces of metal together using heat and pressure.

4. Bookkeeper : Keep systematic and up-to-date records of accounts and business transactions.

5. Bank Teller : Receives and gives out money to bank customers; also records daily transactions.

Turn both the corrected worksheet and the key in to your teacher.

Capsule 3: The Job Application Form
Activity 18
Worksheet #15

Key # 11

Give a letter grade for this assignment. Base your grade primarily on how direct, honest and positive the student's answer is.

Capsule 3: The Job Application Form
Activity 19
Worksheet 16

Key #12

Name _____ Date _____ Score _____

Using two jobs from the picture complete the Work Experience section of this application. Emphasize specific duties; avoid broad generalizations. What job title will you use? You may want to look in the Dictionary of Occupational Titles located in the counselor's office for ideas.

WORK EXPERIENCE

Complete the following section. Please print.

Name of Employer	Location	Title	Job Description
	Check to see if students have used appropriate job titles and descriptions for the picture.		

Capsule 3: The Job Application Form
Activity 20
Worksheet 17

Key #13

STOP

You have just completed Part 2 on closing statements, signature and date. Please do the following activities.

Activity

Read the following closing statement taken from a sample application form in The Kansas Career Information System Teacher's Guide; then, answer the questions that follow.

I authorize investigation of all statements contained in the application. I understand that misrepresentation or omission of facts called for is cause for dismissal; further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated without any previous notice.

Date:_____ Signature: _____

TRUE/FALSE: Please circle either T or F.

(T) F 1. Henrietta Kissenger has given permission for the interviewer to check her references.

(T) F 2. Henrietta will lose her job if she has omitted any important facts on her application form.

T (F) 3. Henrietta's employer must give her two weeks notice if he/she finds cause for dismissal.

(T) F 4. Henrietta's employer can request verification of her high school attendance.

(T) F 5. Henrietta's employer can call any of her former employers.

PLEASE GO TO YOUR TEACHER FOR KEY #13.

0 = A -1 = B -2 = C -3 = D

Capsule 3: The Job Application Form
Activity 21a or 21b
Worksheet 18

Key # 14

Name _____ Date _____ Score _____

Activity 21a

1. Is this statement an agreement for investigation? _____Yes ✓ No

2. Is this statement asking if you have misrepresented yourself? ✓ Yes _____No

3. Can you be terminated from this job if any falsification on your application is found.
✓ Yes _____No

4. Write a statement similar to this one, but use your own words.
(Please use the back of this worksheet)

Activity 21b

1. Is this statement an agreement for investigation? ✓ Yes _____No

2. Is this statement asking if you have misrepresented yourself? _____Yes ✓ No

3. Other people besides your employer or his/her representative have access to this investigation report.
_____Yes ✓ No

4. Can you inquire about the findings of this investigation? ✓ Yes _____No

5. Will the investigator use personal interviews with neighbors and friends as part of the investigation.
✓ Yes _____No

Capsule 3: The Job Application Form
Activity 22
Worksheet 19

Key #15

Directions:

After reading the section on Personal Data Cards, what information should be included on them?

List the information below:

Personal Data

Educational History

Work Experience

References

When you have completed the list, ask your teacher for the key. Give yourself two points for every idea you included that is also listed on the key. If you omitted any ideas, copy them down. Then turn in the completed worksheet and score to your teacher.

Capsule 3: The Job Application Form
Activity 23
Worksheet 20

Key # 16

Name _____ Date _____ Score _____

List below the information that you might include on your Personal Data Cards.
Here are some things that should be listed:

PERSONAL DATA: Name, address, phone number, social security number, and other similar information.

EDUCATION: schools, addresses, dates attended, degree and date of graduation

JOB EXPERIENCES: Name of business, supervisor, address, dates employed, salary

REFERENCES: Names (full, formal names) address, position, Are they current?

OTHER IMPORTANT FACTS: _____

I hereby certify that the answers given by me to the forgoing questions and statements made on this application are true and correct. If employment is obtained under this application I will comply with all rules and regulations of the company. I agree to submit to a physical examination. I also authorize my former employers to give any information they may have regarding me whether or not it is on my record. I hereby release them and their company from all libility for any damage whatsoever for issuing the same. If upon investigating, anything in this application is found to be untrue, or if I do not pass the physical examination, I understand I will be subject to dismissal.

Signature of applicant Alberta Einstein

Date 1/2/80

POST-TEST QUESTIONS:

PART I: MULTIPLE CHOICE Using the Post-Test application form, please circle the BEST answer.

1. Alberta's signature allows her employer to _____.

   (a.) check her references

   b. process her application

   c. claim her for tax purposes

   d. view her private health record

2. Alberta should not have written "poor working conditions" as her reason for leaving BoBo's Pizza Place because

   a. pizza places usually do not have good working conditions.

   (b.) it is a negative statement.

   c. she has probably been too honest.

   d. this really is not a good enough reason for leaving a job.

MULTIPLE CHOICE (con't)

3. Alberta should not have written "Read the newspaper for errors" on her application because

   a. this does not describe all of her duties.

   b. it is too long for the space provided on the application form.

   (c.) it is a job description not a job title.

   d. it does not sound very professional.

4. Which of the following would be the appropriate word to write in the space where Alberta wrote "Read the newspaper for errors"?

   a. typeset operator

   b. electrotyper

   c. printing press operator

   (d.) proofreader

5. Considering Alberta's job history, which of the following would be the most accurate statement?

   a. Alberta is a "job-hopper".

   b. Alberta has had very little actual work experience.

   c. Alberta has had extensive work experience.

   (d.) Alberta's job history reflects progressively better employment.

6. Alberta is presently applying for a job as a work supervisor at the plant where she works as an assembler. Her work history indicates

   a. she has had very little relevant experience.

   b. she has used management skills in her former jobs.

   (c.) she may be a possible candidate but her educational and personal history would be important considerations.

   d. very little information concerning her qualifications for the job.

MULTIPLE CHOICE (con't)

7. If Alberta does not pass her physical examination she will

   a. be hired but will not qualify for health benefits.

   b. be referred for further expert medical advice.

   (c.) not be hired.

   d. probably be given a second chance.

8. If Alberta's prospective employer finds any of Alberta's statements on the application to be false, he/she will

   a. arrange a staffing to discuss the pro's and con's of hiring Alberta.

   b. turn the applicant over to the law.

   c. check the information with a third source.

   (d.) probably dismiss the applicant.

9. The Personal Data Card's primary use is

   (a.) to help people complete application forms.

   b. to give to employers during job interviews.

   c. to mail with the application.

   d. to get into games free.

PART II: TRUE/FALSE Circle T if the statement is generally true and circle F is the statement is generally false.

T (F) 10. According to Alberta's application, she has been steadily employed from January 1977 to the present time.

T (F) 11. Alberta's former employer can release all the information he/she has on Alberta.

T (F) 12. Alberta's former employer can release Alberta's file to a third party.

T (F) 13. Alberta's first job was baby-sitting during the summer for Mrs. Small. Alberta was correct in leaving this off of her job history.

(T) F 14. According to this capsule, many applicants forget to date their application forms.

T (F) 15. Alberta's employer will be released from any liability or damage which results from the release of information from Alberta's file.

(T) F 16. Personal Data Cards should be kept current.

Capsule 3: The Job Application Form
POST-TEST (con't)

PART III: SHORT ANSWER Answer the following questions using the application form.

17. Write the misspelled word in this blank. layed

18. What mistake did Alberta make in listing her employment?
She listed The most current last

19. Find an error in punctuation. What is it?
Newton Mississippi
no comma

20. Find one error of omission. What is it?
No zip code for Newton, Mississippi

21. Briefly describe the three main items to include on a Personal Data Card.
Personal Data: name, address, phone number, Social Security number
Education: Schools, addresses, dates attended, degree and dates of graduation
Job Experience: Name of business, supervisor, address, dates employed, salary
References: Full name, address, position

SUGGESTED READINGS AND MATERIALS

"Applications and Forms" (Workbook and filmstrip). Kalamazoo, Michigan: Interpretive Education, 1974.

"Career Reprint" (Job Hunting File). Largo, Florida: Careers, Inc., 1978.

"Get It Down in Writing." Columbus, Ohio: Xerox Education Publications, 1978.

"Getting and Holding a Job." Engelwood Cliffs, N.J.: Scholastic Magazines, Inc., 1977.

"Job Application Information," Kansas Career Information System. Topeka: Kansas State Department of Education, 1976.

Ludwick, Stephen. "Finding a Job." The Be Informed Series. Syracuse, New York: New Readers Press, 1975.

Occupational Outlook Handbook. Kansas City, Mo.: Bureau of Labor Statistics, U.S. Department of Labor, 1978-79.

"The Job Hunter's Guide." Southwestern Bell.

Zaug, Mary Jo. "Finding a Job." Consumer Survival Series (Set 442) Chicago: Little Kenny Publications, Inc., 1977.

Job Services has several free brochures on job applications and related areas. Check in your local telephone book for their number.

APPENDIX

This appendix contains copies of all worksheets and assessments. These copies may be used to make your own classroom quantity copies. To use, unstaple the sides of the teacher's guide and remove the worksheet and assessment pages. Restaple the remaining pages of the teacher's guide.

Capsule 3: The Job Application Form

Check Sheet

Name _____ Class _____

Date _____

Pre-test
Comments:

PART 1: WORK EXPERIENCE

Activity 15	Employment Record	_____
Activity 16a	Professional Job Descriptions & Titles I	_____
Activity 16b	Non-professional Job Descriptions & Titles I	_____
Activity 17a	Professional Job Descriptions & Titles II	_____
Activity 17b	Nonprofessional Job Descriptions & Titles II	_____
Activity 18	Interview Situation	_____
Activity 19	Picture-Job Titles & Descriptions	_____

PART 2: CLOSING STATEMENTS

Activity 22	Personal Data Card Information	_____
Activity 23	Personal Data Card	_____

Post-test
Comments:

Name _____ Date _____ Score _____

Please complete the Employment Record below. List your most recent employment first. Do not forget to include summer employment such as farm work, baby-sitting, and house cleaning.

EMPLOYMENT RECORD

Name of Employer	Location	Description of Position	Dates Inclusive	Number of Employees

Name _____ Date _____ Score _____

Choose either Activity 16a or 16b. See if you can match the following job descriptions with their appropriate job titles. Please put the correct letter of the matching word in the blank.

_____ 1. Physical Therapist	a. Studies plant life
_____ 2. Podiatrist	b. helps persons with muscle, bone, nerve or joint disease
_____ 3. Statistician	c. develops methods to process & convert metal into useful products
_____ 4. Meteorologist	d. collects, analyzes & interprets data
_____ 5. Underwriter	e. designs, develops & analyzes insurance policies & pension plans
_____ 6. Actuary	f. investigates composition, structure, & history of the earth's crust
_____ 7. Taxidermist	g. studies the atmosphere's physical characteristics, motions, & processes & forecasts the weather
_____ 8. Petrologist	h. reviews insurance applications
_____ 9. Botonist	i. diagnoses and treats diseases of the foot
_____ 10. Metallurgical Engineer	j. stuffs and mounts animals & birds

When you have completed this worksheet, go to your teacher for Key # 9a Correct the items you did not correctly match. Give your teacher the corrected worksheet & key.

Capsule 3: The Job Application Form
Activity 16b
Worksheet 13b

Name _____ Date _____ Score _____

Choose either Activity 16a or 16b. See of you can match the following job descriptions with their appropriate job titles. Please put the correct letter of the matching word in the blank.

_____ 1.	medical assistant	a.	sells seating space on commercial planes
_____ 2.	stone mason	b.	plans menus and sells food
_____ 3.	airline reservationist	c.	lines suitcases
_____ 4.	millwright	d.	prepares patients for dental treatment & assists in treatment
_____ 5.	felter	e.	manages doctor's office
_____ 6.	caterer	f.	builds walls, bridge abutments and piers
_____ 7.	electrician	g.	patrols highways & enforces the laws
_____ 8.	dental assistant	h.	installs & prepares all types of machinery for use in a plant
_____ 9.	boilermaker	i.	keeps electrical equipment in good order
_____ 10.	state patrol officer	j.	works with vats & other large vessels that hold liquids & gases essential to industry
		k.	installs electrical systems
		l.	works machinery in a mill

When you have completed this worksheet, go to your teacher for Key #9b. Correct the items you did not correctly match. Give your teacher the corrected worksheet and key.

Capsule 3: The Job Application Form
Activity 17a
Worksheet 14a

PROFESSIONAL JOB TITLES & DESCRIPTIONS

Name _____ Date _____ Score _____

You may complete either Activity 17a or 17b. Choose either the Professional or Non-professional form.

Using the Dictionary of Occupational Titles, find the correct title for following job descriptions:

1. _____: Treats people with muscle, nerve, joint and bone diseases and injuries to overcome their disability through physical exercise and training.

2. _____: Supplies farmers, ranchers, and others with assistance in conserving soil and water through adjsuting land use, reducing soil erosion and rebuilding depleted soils.

3. _____: Directs and coordinates activities of workers engaged in a museum.

4. _____: A spiritual leader who teaches and interprets the Jewish law.

5. _____: Evaluates speech and hearing disorders and provides treatment.

When you are finished with this worksheet, get Key 10a from your teacher and correct your worksheet. Turn both the corrected worksheet and the key in to your teacher.

NON-PROFESSIONAL JOB TITLES & DESCRIPTIONS

Name _____ Date _____ Score _____

Using the Dictionary of Occupational Titles, find the correct title for the following job descriptions:

1. _____: Are responsible for a variety of printing activities.

2. _____: Produces and repairs metal parts for machines.

3. _____: Makes new metal products or repairs old ones by joining pieces of metal together using heat and pressure.

4. _____: Keep systematic and up-to-date records of accounts and business transactions.

5. _____: Receives and gives out money to bank customers; also records daily transactions.

When you are finished with this worksheet, go to your teacher and get Key 10b. Correct your worksheet and turn the worksheet and the key in to your teacher.

Name _____ Date _____ Score _____

Capsule 3: The Job Application Form
Activity 19
Worksheet 16

30

Name _____ Date _____ Score _____

Using two jobs from the picture complete the Work Experience section of this application. Emphasize specific duties; avoid broad generalizations. What job title will you use? You may want to look in the Dictionary of Occupational Titles located in the counselor's office for ideas.

WORK EXPERIENCE

Complete the following section. Please print.

Name of Employer	Location	Title	Job Description

Capsule 3: The Job Application Form
Activity 20
Worksheet 17

STOP

You have just completed Part 2 on closing statements, signature and date. Please do the following activities.

Activity

Read the following closing statement taken from a sample application form in The Kansas Career Information System Teacher's Guide; then, answer the questions that follow.

> I authorize investigation of all statements contained in the application. I understand that misrepresentation or omission of facts called for is cause for dismissal; further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated without any previous notice.
>
> Date:_____ Signature: _____

TRUE/FALSE: Please circle either T or F.

T F 1. Henrietta Kissenger has given permission for the interviewer to check her references.

T F 2. Henrietta will lose her job if she has omitted any important facts on her application form.

T F 3. Henrietta's employer must give her two weeks notice if he/she finds cause for dismissal.

T F 4. Henrietta's employer can request verification of her high school attendance.

T F 5. Henrietta's employer can call any of her former employers.

PLEASE GO TO YOUR TEACHER FOR KEY #13.

Activity 21a or 21b
Worksheet 18

Name _____ Date _____ Score _____

Activity 21a

1. Is this statement an agreement for investigation? _____Yes _____No

2. Is this statement asking if you have misrepresented yourself? _____Yes _____No

3. Can you be terminated from this job if any falsification on your application is found.
_____Yes _____No

4. Write a statement similar to this one, but use your own words.
(Please use the back of this worksheet)

Activity 21b

1. Is this statement an agreement for investigation? _____Yes _____No

2. Is this statement asking if you have misrepresented yourself? _____Yes _____No

3. Other people besides your employer or his/her representative have access to this investigation report.
_____Yes _____No

4. Can you inquire about the findings of this investigation? _____Yes _____No

5. Will the investigator use personal interviews with neighbors and friends as part of the investigation.
_____Yes _____No

Go to your teacher for key # 14.

Capsule 3: The Job Application Form
Activity 22
Worksheet 19

Directions:

After reading the section on Personal Data Cards, what information should be included on them?

List the information below:

_____

_____

_____

_____

When you have completed the list, ask your teacher for Key #15. Give yourself two points for every idea you included that is also listed on the key. If you omitted any ideas, copy them down. Then turn in the completed worksheet and score to your teacher.

Capsule 3: The Job Application Form
Activity 23
Worksheet 20

Name _____ Date _____ Score _____

List below the information that you might include on your Personal Data Cards.

PERSONAL DATA: _____

_____

_____

EDUCATION: _____

_____

_____

JOB EXPERIENCES: _____

_____

_____

REFERENCES: _____

_____

_____

OTHER IMPORTANT FACTS: _____

_____

_____

_____

POST-TEST

Name _____ Date _____ Score _____

DIRECTIONS: Alberta has completed the work experience section of a job application form. She has also signed her name and dated the form. Read the application carefully. Then answer the questions that follow.

APPLICATION FORM

EMPLOYMENT: Show all employment & all periods of unemployment. Begin with your most recent employment.

From (Year & Month)	To (Year & Month)	Name & Address of Employer	Name of Immediate Supervisor	Job Title	Reason for Leaving
Jan. 1976	June 1976	BoBo's Pizza Place 171 Oregano Drive Sausage, Illinois 00222	Bobo Jones	kitchen worker	poor working conditions
Aug. 1976	Aug. 1977	Two-To-Twelve Shoe Store 107 Shoehorn Drive Sole, Illinois	William Famolare	stock clerk	layed off
Aug. 1977	Aug. 1978	Newton Weekly Globe 1122 Press Avenue Newton, Mississippi	Charlotte Grimes	Read newspaper for errors	moved to better-paying job
Sept. 1978	—	Gem's Manufacturing 012051 Ruby Blvd. Newton Mississippi	P.T. Bell	assembler	advancement

I hereby certify that the answers given by me to the foregoing questions and statements made on this application are true and correct. If employment is obtained under this application I will comply with all rules and regulations of the company. I agree to submit to a physical examination. I also authorize my former employers to give any information they may have regarding me whether or not it is on my record. I hereby release them and their company from all liability for any damage whatsoever for issuing the same. If upon investigating, anything in this application is found to be untrue, or if I do not pass the physical examination, I understand I will be subject to dismissal.

Signature of applicant Alberta Einstein

Date 1/2/80

POST-TEST QUESTIONS:

PART I: MULTIPLE CHOICE Using the Post-Test application form, please circle the BEST answer.

1. Alberta's signature allows her employer to _____.

   a. check her references

   b. process her application

   c. claim her for tax purposes

   d. view her private health record

2. Alberta should not have written "poor working conditions" as her reason for leaving BoBo's Pizza Place because

   a. pizza places usually do not have good working conditions.

   b. it is a negative statement.

   c. she has probably been too honest.

   d. this really is not a good enough reason for leaving a job.

Capsule 3: The Job Application Form
POST-TEST (con't)

MULTIPLE CHOICE (con't)

3. Alberta should not have written "Read the newspaper for errors" on her application because

   a. this does not describe all of her duties.

   b. it is too long for the space provided on the application form.

   c. it is a job description not a job title.

   d. it does not sound very professional.

4. Which of the following would be the appropriate word to write in the space where Alberta wrote "Read the newspaper for errors"?

   a. typeset operator

   b. electrotyper

   c. printing press operator

   d. proofreader

5. Considering Alberta's job history, which of the following would be the most accurate statement?

   a. Alberta is a "job-hopper".

   b. Alberta has had very little actual work experience.

   c. Alberta has had extensive work experience.

   d. Alberta's job history reflects progressively better employment.

6. Alberta is presently applying for a job as a work supervisor at the plant where she works as an assembler. Her work history indicates

   a. she has had very little relevant experience.

   b. she has used management skills in her former jobs.

   c. she may be a possible candidate but her educational and personal history would be important considerations.

   d. very little information concerning her qualifications for the job.

MULTIPLE CHOICE (con't)

7. If Alberta does not pass her physical examination she will

   a. be hired but will not qualify for health benefits.

   b. be referred for further expert medical advice.

   c. not be hired.

   d. probably be given a second chance.

8. If Alberta's prospective employer finds any of Alberta's statements on the application to be false, he/she will

   a. arrange a staffing to discuss the pro's and con's of hiring Alberta.

   b. turn the applicant over to the law.

   c. check the information with a third source.

   d. probably dismiss the applicant.

9. The Personal Data Card's primary use is

   a. to help people complete application forms.

   b. to give to employers during job interviews.

   c. to mail with the application.

   d. to get into games free.

PART II: TRUE/FALSE Circle T if the statement is generally true and circle F is the statement is generally false.

T F 10. According to Alberta's application, she has been steadily employed from January 1977 to the present time.

T F 11. Alberta's former employer can release all the information he/she has on Alberta.

T F 12. Alberta's former employer can release Alberta's file to a third party.

T F 13. Alberta's first job was baby-sitting during the summer for Mrs. Small. Alberta was correct in leaving this off of her job history.

T F 14. According to this capsule, many applicants forget to date their application forms.

T F 15. Alberta's employer will be released from any liability or damage which results from the release of information from Alberta's file.

T F 16. Personal Data Cards should be kept current.

PART III: SHORT ANSWER Answer the following questions using the application form.

17. Write the misspelled word in this blank. _____

18. What mistake did Alberta make in listing her employment?

19. Find an error in punctuation. What is it?

20. Find one error of omission. What is it?

21. Briefly describe the three main items to include on a Personal Data Card.

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name First Name Middle Initial Today's Date

Mailing Address Telephone Number

City State Zip Code

Social Security Number Date of Birth

Position You Are Interested In

WORK EXPERIENCE - Give data for two places where you have been employed and how long.

Where Employed	From	To	Job Description
1.			
2.			

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.			
2.			

Form 2/19/11

Your Signature

CAPSULE 3

THE JOB APPLICATION FORM

Student Material

by JANE BATES

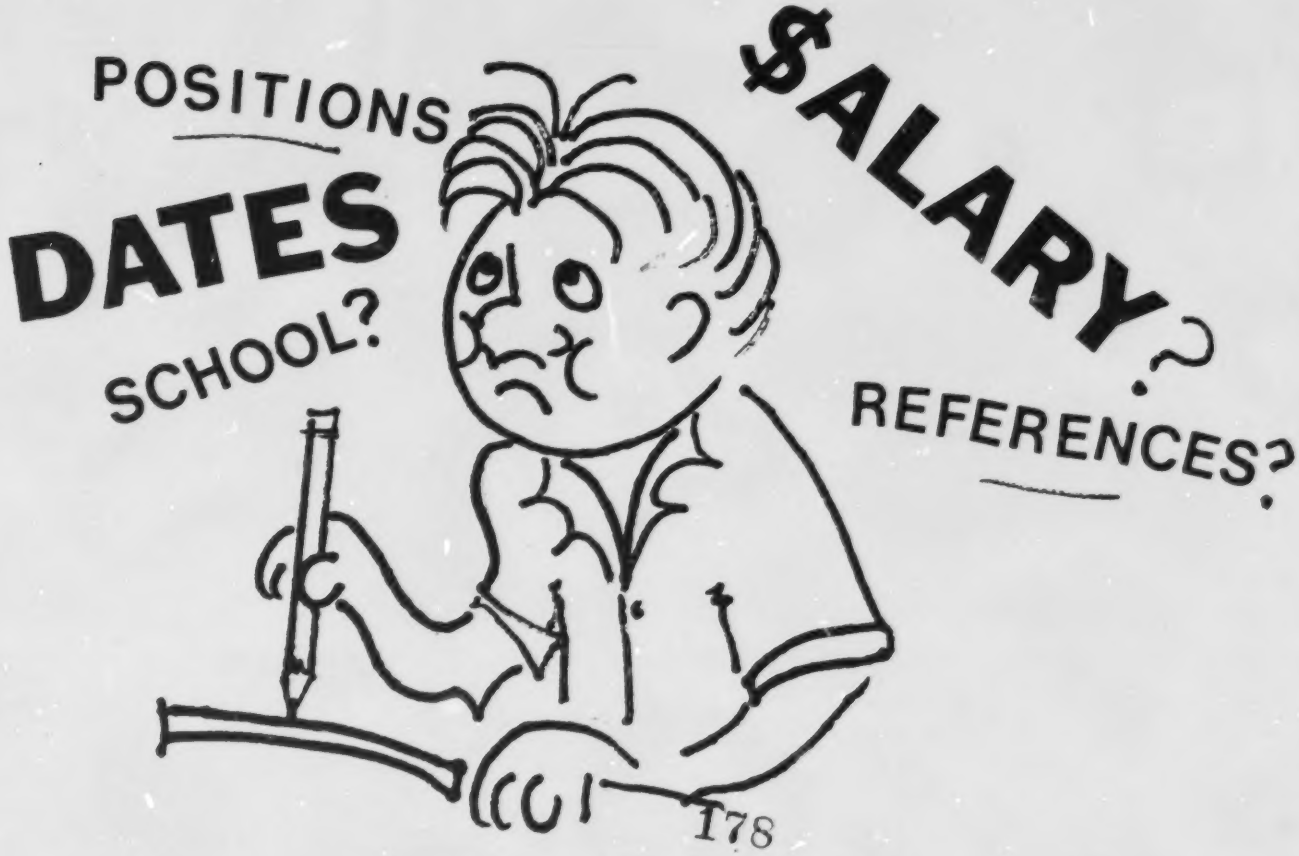
Project COST
ESEA Title IV
Kansas State Dept. of Education
USD 449
Easton, KS 66020

THE JOB APPLICATION FORM

When you apply for a job, you will be asked to complete an application form. Some people have problems completing the form because:

1. They do not understand what is requested.
2. They do not have the information they need.
3. They do not follow directions.

The Job Application Form is designed to help you successfully complete an application form.



The Job Application Form is divided into three capsules. The main objective of these capsules is to help you learn how to analyze a job application form in terms of your life situation. In Capsule I you learned how to recognize the appropriate form to use when completing a job application. Some topics covered were: spelling, grammar, completeness, and neatness. In addition, you learned to complete the Personal Information Section of an application. In Capsule 2 you learned to correctly describe your educational experiences and select appropriate references to list on an application form.

In Capsule 3 you will learn to:

1. organize your work experience.
2. identify the significance of a closing statement, your signature and the date on a job application form.
3. analyze information needed for Personal Data Cards.

Capsule 3 of The Job Application Form has three parts: Work History & Closing Statement, Signature & Date, and Personal Information Card. Read each part very carefully. Several activities follow each part; you will recognize the activities because they are starred like this:

Do each starred activity unless you are specifically told to choose the one most interesting to you. Near the end of this capsule you will find a Self-Check. This will help you review for your final Post-Test at the end of this capsule.

If other students are working on this same capsule, do not be too concerned about how fast you are working. Find a speed that is comfortable for you. Take your time. Do as well as you can. This information will be very helpful when you apply for a job.

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

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APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name | First Name | Middle Initial | Today's Date

Mailing Address | Telephone Number

City | State | Zip Code

Social Security Number | Date of Birth

PART 1

Position You Are Interested In

WORK EXPERIENCE - Please list last two places where you have been employed and how long.

	Where Employed	Dates From	Dates To	Job Description
1.				
2.				

WORK EXPERIENCE

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.			
2.			

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Form 2/79/11

Your Signature

Experience (GIVE PRESENT OR LAST POSITION FIRST. IF ADDITIONAL SPACE IS NEEDED, ATTACH SEPARATE SHEET).

I. COMPANY | ADDRESS

TYPE OF BUSINESS/INDUSTRY | EMPLOYED (Month & Year) From To | MONTHLY/WEEKLY WAGE Beginning Ending

POSITION(S) HELD | SUPERVISOR'S NAME

DESCRIBE YOUR DUTIES

WHY DID YOU LEAVE?

DAYS LOST FROM WORK DUE TO ILLNESS _____ INJURY _____ OTHER _____

II. COMPANY | ADDRESS

TYPE OF BUSINESS/INDUSTRY | EMPLOYED (Month & Year) From To | MONTHLY/WEEKLY WAGE Beginning Ending

POSITION(S) HELD | SUPERVISOR'S NAME

DESCRIBE YOUR DUTIES

WHY DID YOU LEAVE?

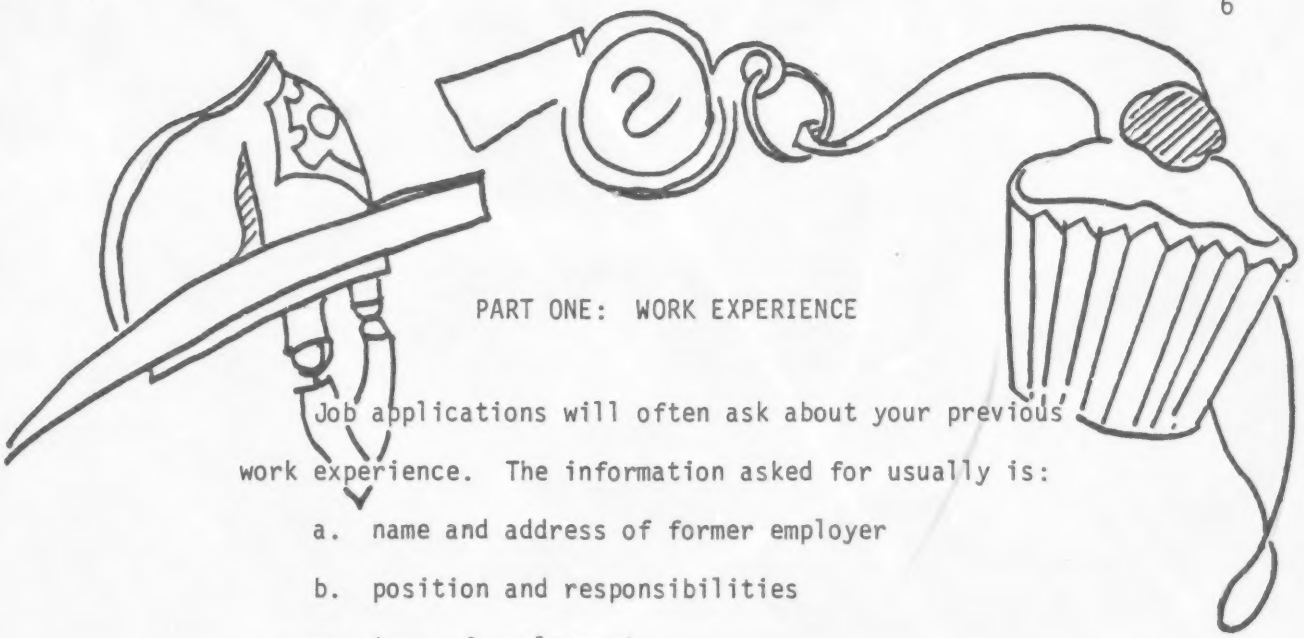
DAYS LOST FROM WORK DUE TO ILLNESS _____ INJURY _____ OTHER _____

LOOK HERE

THE INFORMATION I AM PRESENTING ... CORRECT TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND THAT AN... ENTATION HEREIN WOULD RESULT IN MY DISCHARGE IN THE EVENT I AM EMPL... RPORATION. I AUTHORIZE BURGER KING CORPORATION OR ITS REPRESENTATI... MPLOYERS AND TO FURTHER INQUIRE AS TO ANY INFORMATION GIVEN BY ME ON ...

FOR INTERVIEWER'S USE ONLY

INTERVIEWER	DATE		
	START	SUPERVISOR	DE...



PART ONE: WORK EXPERIENCE

Job applications will often ask about your previous work experience. The information asked for usually is:

a. name and address of former employer

b. position and responsibilities

c. type of employment

d. salary

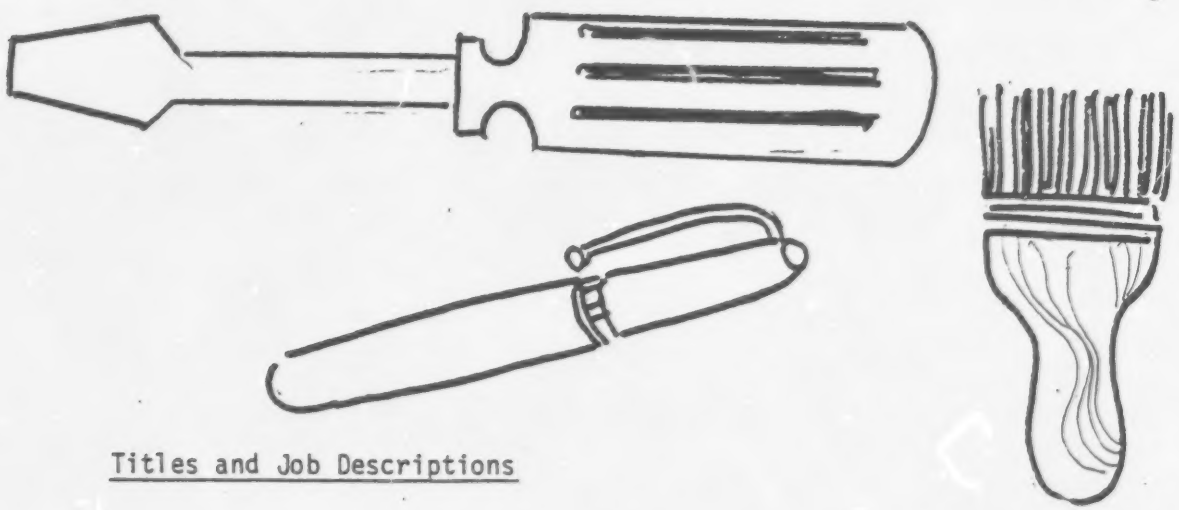
e. time period employed

Generally, the most recent or current job is listed first. Others follow in sequence down to your first job. If there are any gaps in employment, an interviewer will often ask why you were not employed during this time period. You can account for this period of time by listing volunteer employment or household activities. Think over your explanation ahead of time. You might say, "I was not formally employed form June 1976 to August 1979 because we just moved to this part of the country from Montana. I was invloved in church work and took classes at the University. I decided to return to work because I enjoy the challenge and extra money."

POLICE FIREMAN COOK

Many people complete high school before they find employment; however, there is considerable value in working while you are in school, on weekends, after school, or during summer vacation. Besides providing extra money, part-time employment helps you discover your interests, strengths and abilities. In addition, a job provides the working experience many employers consider when they hire applicants. You will also benefit from the practical experience of getting and holding a job. In addition, volunteer work at hospitals or similar places can give you valuable experience.

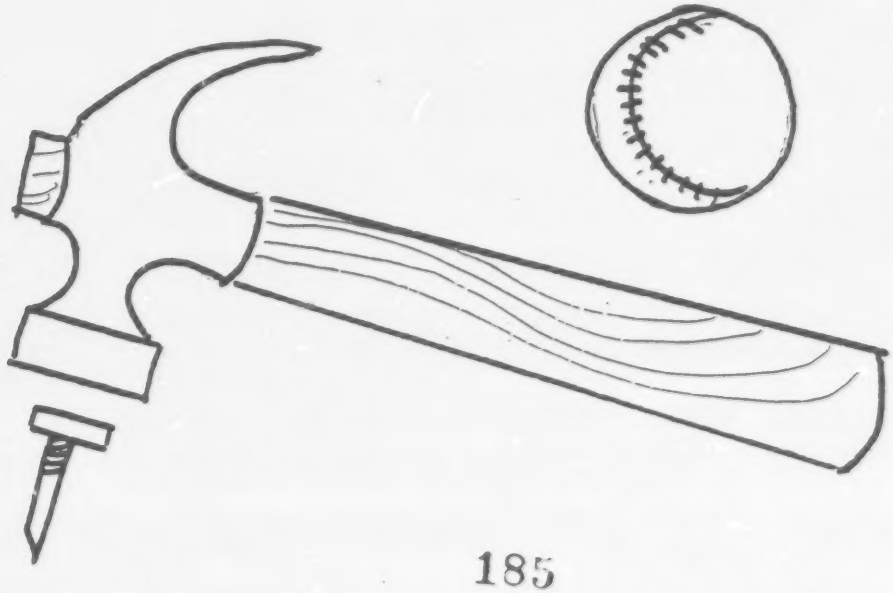
Some students leave the Work-History portion of their application blank because they have never been formally employed. Most people have done some type of work. They might list baby-sitting, yard-work, house-cleaning, snow-shoveling or grass-cutting. Listing these activities tells your employer something about you. For example, a person would not trust you with their child/children, if you were not a responsible person. You would not be hired to do lawn or farm work if you not dependable and capable.

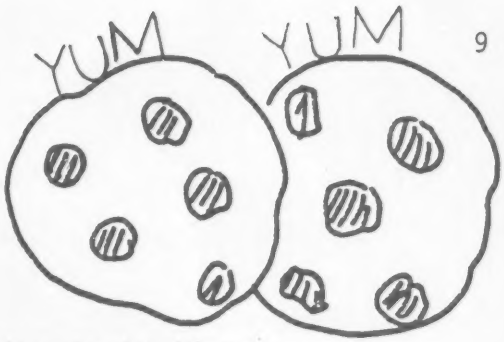


Titles and Job Descriptions

In describing your work experience, use correct titles. If you do not know the correct title of your previous job(s), check with your counselor or look in the Dictionary of Occupational Titles located in any library. Specific duties should be emphasized. Avoid broad generalizations. If your duties included more responsibilities than usually associated with the job, list those activities.

This also applies to people who are asked, "For what job are you applying?" Have a specific job in mind. Don't put down "just anything".





Work History: Problem Questions

If you have problems with an inadequate job history, you need to consider this when filling out an application. For example, you may have had a large number of short-term jobs. You might explain them by saying, "I have had a number of different jobs in the past. In three of the jobs I was laid-off. My work at the bakery was temporary. I am anxious to find steady employment."

If your last employer will not give you a good reference, you might explain the situation to the interviewer. For example, you might say, "I really feel I was unsuited for the last position I held. I found I was not particularly good at doing routine work. I like to be with people and need a more varied routine. I think this job offers those opportunities." Avoid blaming the previous employer and speak in terms of your own feelings. Suggest that the employer interviewing you call other previous employers.

Avoid using general phrases like "poor working conditions, personality conflict, or dissatisfaction." A positive statement is more effective. For example, you might say "chance for greater challenge and responsibility" or "opportunity to work with qualified, skilled employers".

STOP

You have just completed Section One on Work Experience. Take a few minutes to review what you have read by doing the following activities.

ACTIVITY 15

Get Worksheet #12 from your teacher. It looks like this.

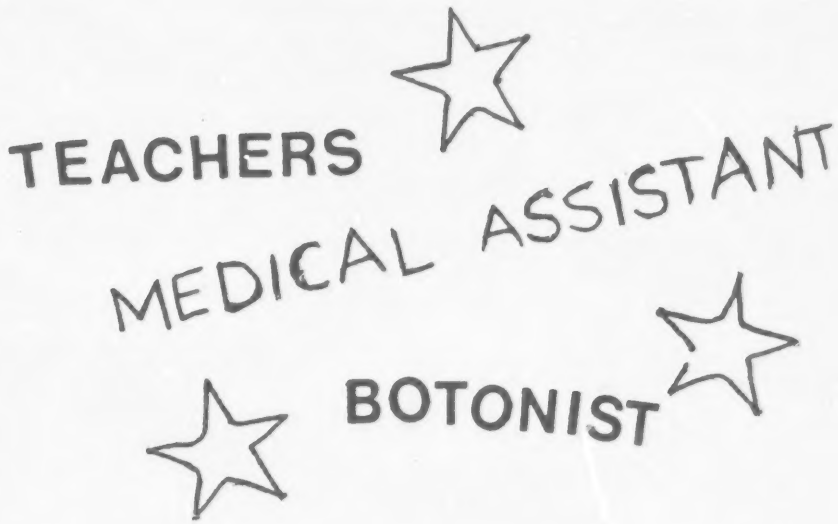
EMPLOYMENT RECORD

Name of Employer	Location	Description of Position	Dates Inclusive	Number of Employees

When you have completed this activity, use Key #8 to evaluate your employment record. Your teacher has the keys for this capsule. Turn Activity 15 and your completed worksheet in to your teacher.

ACTIVITY 16 OR 17

You may choose to complete either Activity 16 or 17. Both activities help you understand job titles and descriptions. In addition, you may choose to use professional or non-professional job titles and descriptions depending on your career interests. Professional careers usually require a college education. Some examples are podiatrists, teachers, and botonists. Non-professional occupations require some type of training such vocational-technical school, trade school, or some sort of apprenticeship. Some examples of non-professional occupations are medical assistants, stone masons or pipe fitters.



PROFESSIONAL JOB DESCRIPTIONS & TITLES I

ACTIVITY 16a

Choose either Activity 16a or 16b. You may use the Professional or non-professional forms. See if you can match the following job descriptions with their appropriate job titles. Please put the correct letter of the matching word in the blank. Use Worksheet #13a. Do not write in this capsule. Your teacher has Worksheet #13a.

_____ 1. Physical Therapist

_____ 2. Podiatrist

_____ 3. Statistician

_____ 4. Meteorologist

_____ 5. Underwriter

_____ 6. Actuary

_____ 7. Taxidermist

_____ 8. Petrologist

_____ 9. Botonist

_____ 10. Metallurgical Engineer

a. Studies plant life

b. helps persons with muscle, bone, nerve or joint disease

c. develops methods to process & convert metal into useful products

d. collects, analyzes & interprets data

e. designs, develops & analyzes insurance policies & pension plans

f. investigates composition, structure, & history of the earth's crust

g. studies the atmosphere's physical characteristics, motions, & processes & forecasts the weather

h. reviews insurance applications

i. diagnoses and treats diseases of the foot

j. stuffs and mounts animals & birds

NON-PROFESSIONAL JOB DESCRIPTIONS & TITLES I

ACTIVITY 16b

Choose either Activity 16a or 16b. See if you can match the following job descriptions with their appropriate job titles. Please put the correct letter of the matching word in the blank. Use Worksheet 13b. Do not write in this capsule. Your teacher has Worksheet 13b.

_____ 1. medical assistant

_____ 2. stone mason

_____ 3. airline reservationist

_____ 4. millwright

_____ 5. felter

_____ 6. caterer

_____ 7. electrician

_____ 8. dental assistant

_____ 9. boilermaker

_____10. state police officer

a. sells seating space on commercial planes

b. plans menus and sells food

c. lines suitcases

d. prepares patients for dental treatment & assists in treatement

e. manages doctor's office

f. builds walls, bridge abutments and piers

g. patrols highways & enforces the laws

h. installs & prepares all types of machinery for use in a plant

i. keeps electrical equipment in good order

j. works with vats & other large vessels that hold liquids & gases essential to industry

k. installs electrical systems

l. works machinery in a mill

PROFESSIONAL JOB TITLES & DESCRIPTIONS II

Activity 17a

You may complete either Activity 17a or 17b. Choose either the Professional or Non-professional form.

Using the Dictionary of Occupational Titles, find the correct title for the following job descriptions: Go to your teacher for Worksheet 14b. Do not write in this capsule.

1. _____: Treats people with muscle, nerve, joint and bone diseases and injuries to overcome their disability through physical exercise and training.

2. _____: Supplies farmers, ranchers, and others with assistance in conserving soil and water through adjusting land use, reducing soil erosion and rebuilding depleted soils.

3. _____: Directs and coordinates activities of workers engaged in a museum.

4. _____: A spiritual leader who teaches and interprets the Jewish law.

5. _____: Evaluates speech and hearing disorders and provides treatment.

NON-PROFESSIONAL JOB TITLES & DESCRIPTIONS II

Activity 17b

Using the Dictionary of Occupational Titles, find the correct title for the following job descriptions: Go to your teacher and get Worksheet 14b. Do not write in this capsule.

1. _____: Are responsible for a variety of printing activities.

2. _____: Produces and repairs metal parts for machines.

3. _____: Makes new metal products or old ones by joining pieces of metal together using heat and pressure.

4. _____: Keep systematic and up-to-date records of accounts and business transactions.

5. _____: Receives and gives out money to bank customers; also records daily transactions.

Activity 18

In the past three years you have had three different jobs. An interviewer asks you why you have changed jobs so frequently. None of the previous jobs paid enough money. In addition, the hours were very difficult for you since you were attending night school. You did not like your previous employers. What might you say to the interviewers? Remember to keep your answers positive and avoid blaming others. Speak in terms of your own feelings. Use Worksheet #15 to complete this activity.

Activity 19

Many students leave the Work-History portion of an application blank because they have never been formally employed. They don't consider baby-sitting, farm work, yard-work, snow-shoveling, house cleaning or grass-cutting as part of their work history. Look at the picture on the following page. Some of the people are engaged in activities that might not be considered formal employment. Select two people in the picture and describe the skills you think might be needed for their activities. Go to your teacher for Worksheet 16 for this activity.

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YOU HAVE JUST COMPLETED PART 1 OF
THE JOB APPLICATION FORM--

CAPSULE 3

PLEASE TURN THE PAGE AND COMPLETE
PART 2 ON CLOSING STATEMENTS,
SIGNATURE & DATES

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

20

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name First Name Middle Initial Today's Date

Mailing Address Telephone Number

City State Zip Code

Social Security Number Date of Birth

PART 2

Position You Are Interested In

WORK EXPERIENCE - Please list last two places where you have been employed and how long.

	Where Employed	Dates From	Dates To	Job Description
1.				
2.				

CLOSING STATEMENT..

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.			
2.			

Form 2/79/11

Your Signature

PART 2

CLOSING STATEMENTS, SIGNATURE AND DATE

After filling out an application, reread it before turning it in. Some applications close with a statement saying any false answers or misrepresentations can result in your termination on the job. Usually you are asked to sign your name. So it is to your benefit before you turn in your application, to proofread the entire form. Do any statements misrepresent you or your qualifications? Have you answered all questions accurately?

You may also be asked to sign an agreement for investigation. An agreement for investigation is found at the end of an application form. Here is an example of what it might look like:

"I authorize the Canadian Moose Milk Company or its representatives to contact all former employers and to further inquire as to information given by me on the application."

Signed _____

Your signature allows only the employer or its representatives to check your references. Any false or misleading information generally is uncovered in the reference check. Read this section very carefully because you may not want your present employer included in the check, especially if you do not want him/her to know you are looking for another job.

Besides your signature, you may be asked to date the application. This may sound trivial to mention, but according to *Career Briefs two-to-three out of every ten applicants forget to complete this portion of the form.

*Career Briefs, Careers, Inc. Largo, Fla. 1977.

Experience (GIVE PRESENT OR LAST POSITION FIRST. IF ADDITIONAL SPACE IS NEEDED, ATTACH SEPARATE SHEET).

I. COMPANY | ADDRESS

22

TYPE OF BUSINESS/INDUSTRY | EMPLOYED (Month & Year) From To | MONTHLY/WEEKLY WAGE Beginning Ending

POSITION(S) HELD | SUPERVISOR'S NAME

DESCRIBE YOUR DU

WHY DID YOU LEAVE?

DAYS LOST FROM WORK | OTHER

II. COMPANY

TYPE OF BUSINESS/INDUSTRY | MONTHLY/WEEKLY WAGE Beginning Ending

POSITION(S) HELD

DESCRIBE YOUR DUTIES

DAYS LOST FROM WORK DU

THE INFORMATION I AM PRESENTING IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND THAT ANY FALSIFICATION OR MISREPRESENTATION HEREIN WOULD RESULT IN MY DISCHARGE IN THE EVENT I AM EMPLOYED BY THE BURGER KING CORPORATION. I AUTHORIZE BURGER KING CORPORATION OR ITS REPRESENTATIVES TO CONTACT ALL FORMER EMPLOYERS AND TO FURTHER INQUIRE AS TO ANY INFORMATION GIVEN BY ME ON THIS APPLICATION.

SIGNATURE: T. Bone Steak

FOR INTERVIEWER'S USE ONLY

INTERVIEWER	DATE	COMMENTS	
$	START	SUPERVISOR	DEPT.

STOP

You have just completed Part 2 on Closing Statements, Signature and Date. Please do the following activities.

Activity 20

Read the following closing statement taken from a sample application form in The Kansas Career Information System Teacher's Guide; then, answer the questions that follow. Use Worksheet #17.

> I authorize investigation of all statements contained the application. I understand that misrepresentation or omission of facts called for is cause for dismissal; further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated without any previous notice.
>
> Date: _____ Signature: _____

TRUE/FALSE: Please circle either T or F

T F 1. Henrietta Kissinger has given permission for the interviewer to check her references.

T F 2. Henrietta will lose her job if she has omitted any important facts on her application form.

T F 3. Henrietta's employer must give her two weeks notice if he/she finds cause for dismissal.

T F 4. Henrietta's employer can request verification of her high school attendance.

T F 5. Henrietta's employer can call any of her former employers.

Activity 21a or 21b

Here are two different closing statements. Read them carefully and then select one. After you have selected one, go to your teacher and get Worksheet 18. Answer the questions and remember to sign your name and the date.

These are closing statements from an application form used by Anchor Savings and Loan in Lawrence, Kansas.

21a

"I hereby certify that the statements I have made are true, and , if I am subsequently employed by you, that I may be subject to discharge if they are found to be false."

Signature _____ Date _____

21b

"In connection with my application for employment, I hereby consent to this institution procuring or causing to be procurred an "Investigative Consumer Report" which will be compiled from personal interviews with my neighbors, friends, and associates, or others as to my character, general reputation, personal characteristics, or mode of living. I am aware that I have the right to make a written request within a reasonable time to receive additional detailed information as to the nature and scope of the investigation."

I hereby acknowledge that I have read and understood the above agreement.

Signature _____ Date _____

Now that you have completed the activities for Part 2, turn the page and complete the last part of this capsule.

UNIFIED SCHOOL DISTRICT NO. 449
EASTON, KANSAS 66020

APPLICATION FORM - NON-CERTIFIED PERSONNEL

Last Name _____ First Name _____ Middle Initial _____ Today's Date _____

Mailing Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Social Security Number _____ Date of Birth _____

PART 3

Position You Are Interested In _____

WORK EXPERIENCE - Please list last two places where you have been employed and how long.

	Where Employed	Dates From	Dates To	Job Description
1.				
2.				

PERSONAL DATA CARD

REFERENCES - List two people who have observed you in a working situation.

	Person	Firm	Telephone Number
1.			
2.			

Form 2/79/11

_____
Your Signature

Dates NAMES NUMBERS address

PART 3: PERSONAL DATA CARD

Each company has a different type of application form, but most of the questions and information they ask for are similar. You may have some difficulty remembering dates, names or other information. One way to remember important information is to make Personal Data Cards. You can take them with you to use each time you complete a job application form. These cards will help you complete the application accurately and quickly.

Personal Data Cards are for your own personal use. You should compile a Resume or a Vitae if you plan to give this information to your employer. A resume/vitae uses a different format. It is typed on good quality paper. If you would like to make your own resume or vitae, see your counselor for information.

address

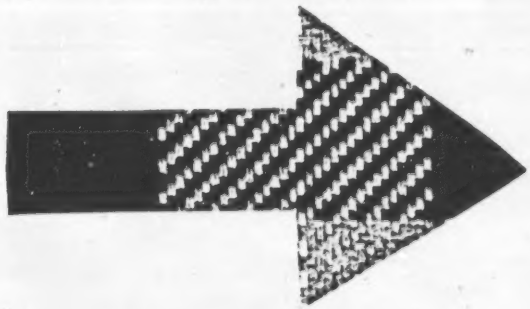
Phone Number **198 N. GEM** street

146-56-1863 Social Security Number

Here are some items that should be included on your Personal Data Cards:

* Personal Data
* Educational History
* Work Experience
* References

You will want to include names, addresses, phone numbers, difficult spellings and other information you will need to complete an application form. It is helpful to update your information regularly. Make any changes or additions you need to in order to keep your cards current and useful.



Turn the page and complete the activities that go with this section. . . . . .

Capsule 3: The Job Application Form
Activity 22

Go to your teacher and get Worksheet 19.

Directions:

After reading the section on Personal Data Cards, what information should be included on them?

List the information below:

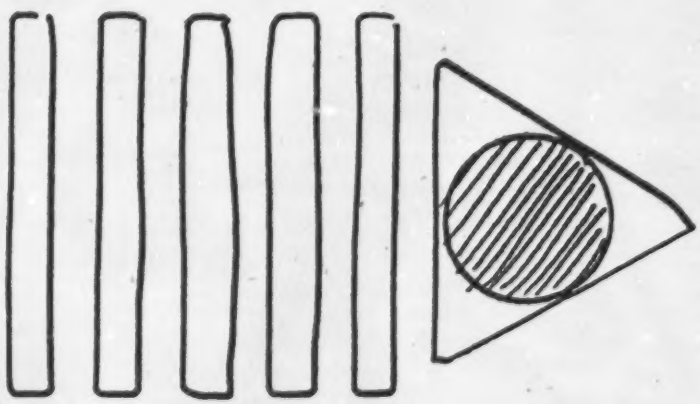
_____

_____

_____

_____

When you have completed the list, ask your teacher for Key #15. Give yourself two points for every idea you included that is also listed on the key. If you omitted any ideas, copy them down. Then turn in the completed worksheet and score to your teacher.



Now, check your list with Key #15

Now that you know what is on a Personal

Data Card, let's make some. . . . . .

Personal Data Card

Name _____ Social Security # _____

Address _____

Phone _____

Education

Name of School _____

Address _____

Dates _____

References

Name _____ _____

Address _____ _____

Work History

Employer _____ _____

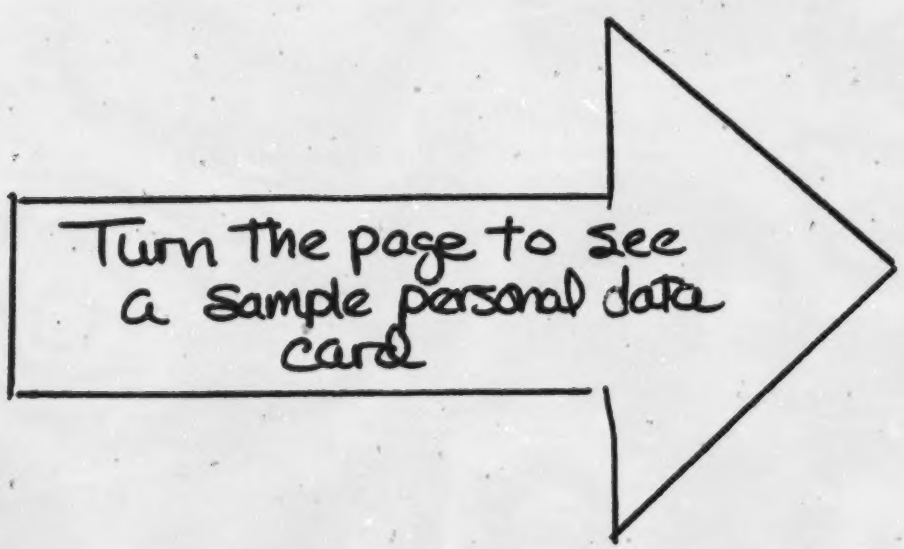
Date _____ _____

STOP

Please do the following activity.

Activity 23

Make your own Personal Data Cards. Use several 5 X 7" index cards. If you do not have index cards, use several pieces of paper. You can use the following form or you can design your own format. Include all the information listed on Worksheet 20 and add any other information you think is important. Keep your Personal Data Cards up to date. It will be a helpful aid when you fill out a job application form or write your resume.



PERSONAL DATA CARDS

Name

Address

Phone Number

Social Security Number

Education

School Location Dates Attended Degree

Job Experience

Name of Business Address Date Employed Supervisor Salary

References

Name Address Position

Other Important Facts

TIME FOR A SELF-CHECK

Self-Check

Self-Checks are for your own benefit. The self-check provides feedback to you and helps identify the key ideas you need to know from this capsule.

To complete the following job history part of a personal data card, you may use your own work experiences or make up the employment. Remember to include the information you need to complete an application form. Some of these might be:

- name
- address
- salary
- location
- dates of employment
- reason for leaving

Are you

READY?

Now that you have reviewed you are ready for the Post test!